

DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
CORPUS CHRISTI, TEXAS 78419-5041

COMMANDER, NAVY REGION SOUTH  
CORPUS CHRISTI, TEXAS 78419-5200

CNATRA/NRSINST 12000.1

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CNATRA/NRS INSTRUCTION 12000.1

Subj: CIVILIAN TIMEKEEPING, HOURS OF WORK, PAY, AND LEAVE

- Ref:
- (a) DOD Financial Management Regulation, Volume 8  
Chapter 2
  - (b) DOD Financial Management Regulation, Volume 8  
Chapter 5
  - (c) SECNAVINST 7000.11C - Civilian Overtime and  
Compensatory Time Administration
  - (d) OPM Handbook on Alternative Work Schedules
  - (e) 5 CFR 610
  - (f) DOD Financial Management Regulation, Volume 8  
Chapter 3
  - (g) 5 CFR 630, subpart L, Sections 630.1201-1211
  - (h) OPM Report to Congress, June 1997, Public Law 103-388
  - (i) SECNAVINST 5211.5D - Department of the Navy Privacy  
Act (PA) Program

1. Purpose. This instruction establishes administrative responsibilities and procedures for reporting time, attendance, and absence of civilian personnel employed in Chief of Naval Air Training/Navy Region South (CNATRA/NRS), Naval Air Training Command (NATRACOM), and field activities. The guidance contained herein supplements the general guidance provided in references (a) through (i).

2. Cancellation. CNATRASTAFFINST 12610.2.

3. Objective. Per reference (a), the payroll function objective for time and attendance is to ensure that the attendance (i.e., presence and absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances. No specific form of timekeeping is appropriate in all situations. Rather, each organization should examine its own particular requirements and make its selection based on these requirements in conformance with applicable guidance.

4. Scope. This instruction applies to civilian personnel in Chief of Naval Air Training/Navy Region South (CNATRA/NRS), Naval Air Training Command (NATRACOM), and field activities.

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5. Policy. It is CNATRA/NRS policy to maintain an effective program for civilian timekeeping. All staff levels are expected to ensure the integrity of hours worked and reported for payroll purposes. This instruction supplements standard Navy guidance and payroll activity instructions that must be followed by managers and supervisors.

a. Employing Activity's Responsibilities

(1) Ensure individuals recording and approving time and attendance have been properly trained.

(2) Ensure the recording and approval of time and attendance is performed timely and accurately as required by the responsible individuals.

(3) Ensure all required supporting documentation is available for audit purposes.

(4) Ensure procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification is correctly performed.

b. Approving Official's Responsibilities

(1) Approving Officials are responsible for the timely and accurate preparation, certification, and submission of time and attendance. The approving official may assign checking of daily attendance and posting of time and attendance to a timekeeper. The approving official may designate an official timekeeper, by letter, or be directly responsible for the individual biweekly timecards of each civilian in the organization. Assignment of these duties to a timekeeper does not relieve the approving official of the responsibility for timely and accurate reporting of the time and attendance to which he or she approves, including that leave is approved and administered in accordance with applicable policies, regulations, instructions, and bargaining agreements. The supervisor shall inform the timekeeper when an employee is on any type of leave, or has worked any type of premium work.

(2) Normally, timekeeping responsibilities should be assigned to individuals who are aware of employees' attendance and absence each day.

(3) Supervisors shall ensure that exceptions to the employee's normal tour of duty are recorded timely and accurately.

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(4) An alternate timekeeper should be appointed in writing to maintain time and attendance during the absence of the primary timekeeper.

c. Timekeeper's Responsibilities

(1) Timekeeping is a critical function, which may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. The timekeeping function requires the accurate and timely recording of time and attendance data and the maintenance of related documentation.

(2) Timekeepers may be civilian or military personnel.

(3) Individuals performing the timekeeping function are responsible for:

(a) Timely and accurate recording of all exceptions to the employee's normal tour of duty.

(b) Ensuring 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 after time and attendance is approved. If the employee is not available prior to the approval of the time and attendance, attestation shall be documented as soon thereafter as possible.

(c) Ensuring that all entries for overtime and compensatory time earned have been approved, and totals are correct before certification.

d. Maintenance by Employee

(1) Situations in which employees may maintain their official time and attendance are as follows:

(a) The employee is the timekeeper,

(b) Employees work flexible hours outside the hours of the timekeeper and supervisor,

(c) An employee is working alone at a remote site,

(d) Employees are based at the same location as their supervisors and timekeepers but are frequently away during working hours, and

(e) The employing organization determines that individual timekeeping is warranted.

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(2) The supervisor and/or approving official is responsible for the accuracy of the time and attendance data submitted by the individual.

## 6. Definitions

a. Civilian employees - All civilians employed by CNATRA/NRS paid from appropriated funds.

b. Time and Attendance Report - Payroll input to Defense Civilian Pay System.

c. Approving Officials - Commanding Officers, Executive Officers, Department heads, Chief/Assistant Chiefs of Staff, Special Assistants or designee.

d. Activity Head - Commanding Officer

## 7. Requirements

a. Daily Record of Time. Per reference (a) for each civilian employee, a daily record of time in pay and non-pay status completed shall be maintained by a designated timekeeper who takes no part in preparing the payroll. Timekeepers responsible for the time and attendance report shall have positive knowledge as to the employee's presence and absence before making the report.

b. Time Period. The time period shown on time and attendance reports shall correspond to the length of a pay period; i.e., if payment is made for a 2-week period, the time and attendance report shall cover a 2-week period.

c. Accounting for Time and Leave. The time and attendance data shall reflect a proper and accurate accounting of an employee's actual time and attendance and leave.

## 8. Work Schedules

a. Three work schedules, options 1-3, summarized below are available subject to authorization of the activity head as determined to meet the operational demands of the particular command. Utilization of any one option or combination of the three is authorized.

b. Option 1 is a scheduled fixed shift of five 8-hour days. Employees assigned to a fixed shift will have a fixed arrival and departure time as scheduled by their supervisor. A full time workweek consists of five 8-hour workdays, (40-hour workweeks, and 80-hour biweekly pay periods). Non-overtime work is performed during an employee's basic work requirement and not in

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excess of 8 hours in a day or 40 hours in a workweek. Hours of work officially ordered in advance, and in excess of 8 hours in a day or 40 hours in a week, will be processed and approved as overtime or compensatory time per references (b) and (c).

c. Per references (a), (d) and (e) with the written approval of the supervisor and subject to the needs of the organization, an employee may select a starting time under the flexible schedule, option 2, shown below. However, based on emergent operational requirements, supervisors may on an as-needed basis, set a starting time for a particular day/week to meet deadlines, workload surges, etc. The flexible schedule provides flexible time bands at the start, midday (lunch), and end of the workday. Employees with approval to work a schedule are required to be at work or on leave during the core hours shown below. The following core hours are those designated hours, during which an employee must be present for work:

<u>FLEXIBLE</u> <u>BAND</u>	<u>CORE</u> <u>BAND</u>	<u>FLEXIBLE</u> <u>BAND</u>	<u>CORE</u> <u>BAND</u>	<u>FLEXIBLE</u> <u>BAND</u>
0630-0830	0830-1100	1100-1300	1300-1500	1500-1800

d. A flexible lunchtime is established in the middle of the workday. Generally, lunch breaks are mandatory and shall be taken no later than five hours after the start of the shift. An employee's failure to take a lunch break without the supervisor's knowledge and approval will not shorten the length of the workday, nor accrue compensatory time, overtime or credit hours. The lunch break may be extended to make up excess time by extending the workday or taking annual leave.

e. Compressed Work Schedule (CWS) Procedures

(1) Option 3, is a CWS of 5/4-9. Participants will work an 80-hour biweekly period compressed into nine days. The biweekly work period will consist of eight 9-hour days, one 8-hour day (plus the allowed lunch break for each day), and one regular day off. Participants' work schedules shall be approved subject to the needs of the organization. Employees assigned to a CWS may arrive no earlier than 0630 or depart no later than 1800 as scheduled by their supervisor.

(2) The number of hours credited for a holiday will be determined by the employee's CWS. An employee scheduled to work eight hours on a day that is a holiday will receive credit for eight hours of holiday pay. An employee scheduled to work 9 hours on a day that is a holiday will receive credit for 9 hours of holiday pay. When a holiday falls on the employee's regular day off, the employee may have the day following or preceding the holiday as their holiday. The supervisor must approve which day will be designated as the holiday.

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(3) With the approval of the Commanding Officer or designee, employees may be excused from duty without loss of pay and without charge to leave because of extreme weather or natural disasters (e.g., dismissal of employees due to hurricane). If such absence is authorized during an employee's regular day off, they will not be given equivalent time off at a later date.

(4) Employees on court leave may be placed on the basic workweek schedule for the pay period in question. The supervisor determines this on a case-by-case basis depending on the length of time the employee is absent from work.

(5) Employees on military leave will be placed on the basic workweek schedule for the pay period(s) that include military leave.

(6) Employees in training will be placed on the basic workweek schedule for the pay period(s) in which training occurs unless they return to their job site after each day's session to continue working according to their CWS. However, if on-site training includes their regular day off, they must always be placed on the basic workweek schedule for the entire pay period.

(7) Employees on official travel that includes their regular day off and who cannot work their established CWS schedule must be placed on the basic workweek for the pay periods(s) in which the temporary duty occurs. It is the joint responsibility of the supervisor and employee to carefully monitor CWS hours during temporary duty events. This responsibility requires ensuring that participants actually work 80 hours in a 2-week pay period, that work time is not credited for weekend or after-hours travel, and that revisions to the participant's approved CWS schedule are submitted.

## 9. Overtime, Compensatory Time, and Holiday Work

a. Criteria Used in Granting Compensatory Time/Overtime. Overtime is required to be approved in accordance with references (a) and (c). Overtime will be authorized in advance, except for specific emergencies, and may be approved on a daily pay period or specific job basis. Overtime work, either scheduled or unscheduled will be avoided to the greatest extent possible. Approving officials will attempt to minimize the cost impact associated with scheduling work and maintaining priorities. Senior management officials are encouraged to schedule meetings that require travel during normal working hours to the extent consistent with accomplishing the mission. Authorization of overtime will be restricted to cases of real necessity such as:

- (1) Safeguarding life and property

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## (2) Emergencies

(3) Where substantial savings can be clearly demonstrated by use of overtime on an individual basis. Overtime will not be used to meet administrative deadlines until all efforts have been exhausted to obtain an extension of the deadline. Overtime, compensatory time, or credit hours are not authorized for exempt General Schedule and Wage employees on travel status in excess of

the normal 8 hours workday or weekends. An individual should not normally be authorized overtime and annual leave during the same pay period. Specific justification must be included in the overtime request if this occurs.

b. Compensatory Time. Exempt General Schedule employees whose rates of basic pay are in excess of the maximum rate of GS-10 are required to accrue 80 hours of compensatory time in lieu of overtime. Once an employee has accumulated 80 hours of compensatory time, overtime should be reported as overtime and paid the applicable overtime rate, unless the employee prefers to continue to accumulate compensatory time in lieu of payment of overtime. An exception to this 80 hours accumulations limit will require a specific determination by the Senior Management Official of the command that an exception is in the best interest of the command. Supervisors are responsible for scheduling and requesting approval of overtime hours required in excess of the normal workweek. The approval of overtime or compensatory time shall be made at least one organization level above the one initiating the request.

c. Credit Hours. Credit hours are defined as hours an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. A Command can adopt for their General Schedule and Wage employees under the flexible work schedule a plan to earn credit hours. Employees are not paid basic pay or overtime pay for credit hours when they earn them. An employee may accumulate a maximum of 24 credit hours.

d. Documenting Compensatory Time, Overtime, and Holiday Work. Per reference (c), authorization of overtime or compensatory time shall be in writing in advance of the performance of work except when the exigency of the situation prevents prior approval, in which case written approval will be accomplished not later than the first normal working day after the work. An Overtime/Compensatory Time Request and Authorization (NAVCOMPT Form 2282) shall be prepared for authorizing compensatory time, overtime, and holiday work. The form will be prepared and approved in advance for each pay period. It shall clearly identify the type of work to be performed and include each employee's payroll number, name,

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grade, and hours scheduled. A justification statement shall be entered on or attached to the NAVCOMPT Form 2282. The hours requested and approved shall not be exceeded; however, employees may work less than the hours scheduled. In the event advance approval is impossible, the NAVCOMPT Form 2282 shall be prepared on the following workday and include a statement explaining the emergency that prevented prior approval. If compensatory time is not used within 26 pay periods, it will be paid as overtime. Approving Officials should monitor the compensatory time aging report each pay period to ensure exempt employees use their compensatory time before 26 pay periods have passed to avoid paying overtime.

e. Retention Period. Per reference (a), Approving officials shall ensure that time and attendance reports, all payroll records, and supporting documents are kept available for audit, or for six years, whichever occurs first.

#### 10. Night and Shift Differential

a. General Schedule (GS) Employees. Per reference (f), night differential, at the rate of 10 percent of the hourly basic rate, is payable to employees for work between 6 p.m. and 6 a.m. if the regular tour of duty includes work during such hours. The hours worked must be part of the regular tour.

b. Federal Wage System (FWS) Employees. FWS employees will receive shift differential at the rate of 7.5 percent of their hourly rate for non-overtime work when a majority of scheduled hours occur between 3 p.m. and midnight; or 10 percent of their hourly rate for non-overtime work when the majority of scheduled hours occur between 11 p.m. and 8 a.m.. An employee may be paid shift differential only when five or more hours of the regularly scheduled 8-hour shift (including meal periods) occur during the hours specified. Shift differential also is payable when an employee is:

(1) On military leave including leave for law enforcement and encampment purposes.

(2) In an official travel status during the hours of the regular shift.

(3) On paid leave such as court leave, holiday leave, compensatory time used, continuation of pay, time off awards, and administrative leave.

(4) Temporarily assigned to different tour of duty.

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11. Leave

a. Requirements. Per references (a) and (b), the type, amount, and nature of leave benefits are dependent on the type and length of employment, military status, and other eligibility requirements. Leave records shall be properly maintained for each employee; leave shall be accurately accrued, and leave taken shall be properly authorized and reported. To support the time and attendance record, employees shall request approval of leave. Leave used shall be documented and approved in writing by a supervisor designated to make such approvals. Documentation for leave used shall show the dates, time, and types of leave taken. Employees may not be compensated for leave taken in excess of leave accrued except for religious observances taken for which compensatory time off for religious reasons was not worked in advance and for authorized advance leave.

b. Recording Exceptions. Recording of Time and Attendance is accomplished by posting exceptions such as type of leave taken, overtime, and compensatory time on the Time and Attendance Report.

c. Certification of Absences. Indicated absences shall be initialed or signed by the employee or supported by an approved application for leave. A supervisor may require a medical certificate or other evidence of illness from an employee when granting sick leave. Such certification will be retained by the employing activity.

d. Verification of Leave Charges. Employees must officially confirm each leave charge, except for administrative leave, AWOL charges, suspension or holiday absences.

e. Leave Charges. All leave types are charged to the employee either by whole days, whole/half hours and/or tenths of an hour.

f. Leave or Temporary Additional Duty Travel (TAD). Approving officials of employees on leave or TAD will advise the timekeeper of record of the employee's work status, and number of hours taken for recording on the Time and Attendance Report.

g. Administrative Dismissals of Employees (ADM/L). The activity head or designee shall authorize administrative excuses related to closing all or a part of this activity because of extreme weather conditions, fires, floods, hurricanes, or other natural phenomena. The Payroll Office must have written documentation on file for each occurrence.

h. Advance criteria. The current leave year accrual of annual leave may be advanced if approved by the ACOS, Department

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Head, or Special Assistant, and if there is assurance the employee will be on duty status long enough to earn the advanced leave. Doubtful cases will be disapproved. In cases of serious disability or illness employees, except those serving under a limited appointment or with a specified termination date, may be advanced up to 30 days of sick leave. Advance leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. Example: An employee with a 80 hour biweekly tour of duty may be advanced up to 240 hours, and an employee on a 144 hour biweekly tour duty may be advanced up to 432 hours.

i. Family and Medical Leave

(1) Entitlement. Per reference (g), under the Family and Medical Leave Act of 1993 (FMLA), Federal employees who have completed at least 12 months of federal service are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period. Temporary employees are not entitled to Family and Medical Leave. Family and Medical Leave may be used for the following purposes:

(a) The birth of a son or daughter of the employee and the care of such son or daughter;

(b) The placement of a son or daughter with the employee for adoption or foster care;

(c) The care of spouse, son, daughter, or parent of the employee who has a serious health condition; or

(d) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions. Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave, sick, or leave made available to the employee under the Voluntary Leave Transfer Program or the Voluntary Leave Bank Program for Leave Without Pay. The amount of sick leave that may be used to care for a family member is limited. FMLA leave is in addition to other paid time off available to an employee.

(2) Job Benefits and Protection

(a) Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."

(b) An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA

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leave may pay the employee share of the premiums on a current basis or pay upon return to work.

(3) Advance Notice and Medical Certification

(a) An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.

(b) CNATRA/NRS may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

j. Federal Employees Family Friendly Leave Act. Per reference (h) the Federal Employees Family Friendly Leave Act authorizes full-time employees to use a total of up to 104 hours (13 workdays) of sick leave per year to: (1) give care or otherwise attend to a family member having an illness, injury, or other condition which, if an employee had such a condition, would justify the use of sick leave by the employee; or (2) make arrangements for or attend the funeral of a family member. The full-time employee may use 40 hours (5 days) of sick leave without regard to his or her current sick leave balance. Consult reference (h) for details.

k. Team Building Events. Each approving official/designee is authorized to schedule team building events such as sports day or similar events. Individuals choosing not to participate shall report to their place of duty or take annual leave.

l. Privacy Act Requirement

(1) Payroll information contains personal data subject to reference (i), which implements the Privacy Act of 1974. Access to all timesheets, Overtime/ Compensatory Time Request and Authorizations, and Applications for Leave is hereby restricted to personnel authorized in writing to have access and having a need to know. Before personal data can be provided to another agency, the employee must be notified of the statutory authority, purpose, uses, and the effect on the employee of not supplying the information.

(2) All personnel authorized to process payroll information will take reasonable measures to prevent unauthorized access, disclosure, release, or use of payroll data, and must report any violations to the appropriate authority.

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12. Time and Attendance Certification

a. Controls. Per reference (a), the certification of time and attendance is an authorization for the expenditure of government funds. Each employee's time and attendance report shall be certified correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. Certification ordinarily shall not be made earlier than the last workday of a pay period or a specified cutoff day. In circumstances (such as when a legal holiday falls on a Friday or Monday), it is not practical to operate without an early cutoff. In such cases, additional controls, which shall be demonstrated in the system design, shall be in place and operating. These controls shall ensure that any change in attendance or absence certified by a supervisor that occurs after the cutoff date either is identified and reported before pay computation or is reported for the next pay computation. The employee may initial the corrected entry(ies) or submit a OPM Form 71 for such absence, as appropriate.

b. Responsibility. All time and attendance reports and other supporting documents shall be reviewed and approved by an authorized official. This official shall be aware of his or her responsibilities for ensuring accuracy of the reports and shall have knowledge of the time worked and absence of employees for whom approval is given.

c. Certification of time and attendance documents must be based on knowledge from personal observation, work output, timekeeper verification, from reliance on other internal controls, or a combination of these. Approving officials must have a reasonable basis for relying on systems of internal control to ensure accuracy and legal compliance when they do not have positive, personal knowledge of the presence and absence of, or other information concerning, employees whose time and attendance documents are being approved. This basis must involve periodic testing of internal controls to ensure that they are working as intended.

  
WILLIAM H. CAREY

Chief of Staff/Deputy Commander

Distribution:

CNATRAINST 5216.1R

List I (less F, I, J, HH, II, and JJ)

List III

NAVSTA Ingleside

COMNAVREG South