

RECORDING AND REPORTING OF TIME AND ATTENDANCE

Sections	I. Purpose
	II. Introduction
	III. References
	IV. Requirements

Attachment **Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used, CDC PF 0.1232**

I. PURPOSE

This chapter reflects the revision of the established policies and procedures for the recording and reporting of time and attendance at the Centers for Disease Control and Prevention (CDC)* effected in cooperation with the Executive Partnership Council (EPC).

II. INTRODUCTION

The General Accounting Office (GAO) has revised Chapter 3 of Title 6 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies. The revisions cover internal controls over time and attendance (T&A) reporting and are the result of current initiatives to simplify administrative operations. The changes provide flexibility to streamline T&A. The primary objective of T&A systems is to ensure that the hours worked, hours in pay status, and hours absent are properly reported. Reliable data are important to accurately compute and account for computed pay, leave, and allowances.

Effective with the pay period beginning February 16, 1997, the use of sign-in/out sheets will be eliminated. Instead, each employee will use three forms to meet Federal requirements for reporting time and attendance.

1. Prior to beginning this process, a Work Schedule Designation form (CDC 0.841A) must be completed by the employee, approved by the immediate supervisor, and reviewed by the next or higher level supervisor as determined to be appropriate by the CIO Director or his or her designee. Requests for changes to an approved schedule must coincide with a scheduled pay period and be submitted no later than two full pay periods prior to the proposed effective date of the change. This form will be maintained by the timekeepers.

*References to CDC also apply to ATSDR.

2. (a) All requests to use 8 hours or more of any type of leave (including credit hours, compensatory time, etc.) in a workday must be documented in writing (i.e., written evidence showing approval by the supervisor for the amount and type of leave requested by the employee and the date(s) the leave is taken). This can be documented by use of the Application for Leave form (SF-71) or other written form. ***The employee is still responsible for obtaining advance approval from the supervisor for the leave usage.*** In the event of unscheduled leave, the employee must obtain written verification of supervisory approval of the leave as soon as the employee returns to work.
 - (b) Requests to use leave in increments of less than 8 hours in a workday can be approved verbally by the supervisor. The employee can still obtain written approval if he/she desires.
 - (c) The employee must notate the times for which all leave (including credit hours and compensatory time) is requested and used on the Report of Credit Hours, Compensatory Time or Overtime Worked Earned/Used or Leave Used form (CDC PF 0.1232) under the column for the appropriate day. A copy of the form is attached.
3. Each pay period, any credit, compensatory and overtime hours earned must be documented by the employee and approved by the supervisor on the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232). After the supervisor approves the form, it is given to the timekeeper to record and report the data for pay purposes.

Once the Work Schedule Designation form is filed and approved, in any pay period where no leave (including credit hours and/or compensatory time) is taken and no credit, compensatory or overtime hours are earned, the employee will not have to submit any paperwork in order to be paid. The timekeeper submits only the normal hours of work for the employee. This process shifts the responsibility for accounting for employee time and attendance from employees, timekeepers, and supervisors to employees and supervisors. The approving official for the employee's time and attendance indicates his/her approval via his/her electronic signature in the automated timekeeping system. The electronic signature signifies that actual work schedules, as evidenced by the Work Schedule Designation, applications(s) for leave, and documentation of credit hours, compensatory time and overtime hours, are true, correct, and accurate and in accordance with applicable laws and regulations.

III. REFERENCES

- A. GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 6: Pay, Leave, and Allowances, Transmittal Sheet No. 6-33
- B. CDC HRM Manual Chapter 610-1: Alternative Work Schedules

IV. REQUIREMENTS

A. Participation

The revisions outlined in this chapter apply to all part-time and full-time CDC civilian employees. ***This policy does not apply to Commissioned Corps officers who will continue to document their absences in accordance with established policy in the Commissioned Corps Personnel Manual, using PHS form 1345. (Commissioned Corps officers will not use sign-in/out sheets.)***

B. Responsibilities

1. Supervisors:

- a. Ensure that a Work Schedule Designation form (CDC 0.841A) is completed by each employee.
- b. Approve Work Schedule Designation forms. Requests are also to be reviewed by the next or higher level supervisor as determined to be appropriate by the CIO Director or his or her designee.
- c. Approve the use of any type of leave (including credit hours and compensatory time).
- d. Certify the accuracy of time and attendance of employees including approved credit hours, compensatory time or overtime worked as reported by employee on the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232).
- e. Provide documentation to the timekeeper to support items a, b, c and d above.
- f. Approve T&A transactions.

2. Employees:

- a. Complete a Work Designation Schedule form (CDC 0.841A).
- b. Record on the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232) any deviation from normal tour of duty (i.e., overtime, compensatory time, and credit hours earned for each day of the pay period) and any leave used.
- c. Attest to the accuracy of the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232) by signing in the space provided.
- d. Maintain the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232) during the pay period and make available and accessible for review by the supervisor.
- e. Obtain advance approval for leave requests (including credit time, compensatory time, annual leave, sick leave, leave without pay, etc.) and written approval for leave requests of 8 hours or more in a workday.
- f. Inform the timekeeper on the first Friday of each pay period whether there have been any deviations from his/her normal work schedule for the week (e.g., use of leave, earning credit hours, etc.). (While this is not a mandatory requirement, employees are strongly encouraged to do this to help reduce the timekeepers' workload and help ensure the timely transmission of time and attendance data.)
- g. Submit on the established close-out day of each pay period, the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232) for reporting of approved credit hours, compensatory time or overtime worked to the supervisor for certification. If the employee is unable to transmit the completed certification form to the supervisor, it is the responsibility of the employee to make arrangements with the supervisor to ensure the form is completed in a timely manner and transmitted to the timekeeper. If the employee does not submit a Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used form (CDC PF 0.1232), he/she is affirming that he/she has NOT used any form of leave or earned credit hours, compensatory time or overtime during that pay period.

3. Timekeepers:

- a. Provide employees the Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used forms (CDC PF 0.1232).
- b. Verify that applications for leave and reports of credit hours, compensatory time or overtime contain appropriate signatures.
- c. Maintain a file of Work Schedule Designation (CDC 0.841A) forms, Application for Leave (SF-71) forms, and Report of Credit Hours, Compensatory Time or Overtime Earned/Used or Leave Used (CDC PF 0.1232) forms for reporting of credit hours, compensatory time or overtime worked.
- d. Process T&A information into the automated timekeeping system.

REPORT OF CREDIT HOURS, COMPENSATORY TIME OR OVERTIME EARNED/USED OR LEAVE USED

	From:	To:	Daily Total(s):
SUNDAY Date:			
MONDAY Date:			
TUESDAY Date:			
WEDNESDAY Date:			
THURSDAY Date:			
FRIDAY Date:			
SATURDAY Date:			
SUNDAY Date:			
MONDAY Date:			
TUESDAY Date:			
WEDNESDAY Date:			
THURSDAY Date:			
FRIDAY Date:			
SATURDAY Date:			

ABBREVIATIONS: Use appropriate abbreviation shown below in the Daily Total blocks. Leave requests must be approved in advance. Written approval must be obtained for leave requests of 8 hours or more in a workday.

- CPE:** Comp Time Earned
- CRE:** Credit Time Earned
- OT:** Overtime Earned
- H:** Holiday Worked
- AL:** Annual Leave Used
- AD:** Administrative Leave Used
- SL:** Sick Leave Used
- LW:** Leave Without Pay Used
- CPU:** Comp Time Used
- CRU:** Credit Time Used
- O:** Other type of leave used (inform timekeeper of type of leave, i.e., leave under FMLA, family-friendly, etc.)

The information requested on this form is collected under the authority of 5 U.S.C. 5525 et seq., 6301 et seq., 42 U.S.C. 201 et seq., and Public Law 90-83. The requested information is used to ensure that employees receive the proper pay and are credited and charged with the proper amount of leave/credit hours/compensatory time/overtime. Data are available to authorized administrative and HRMO personnel. Disclosures may also be made to recipients listed in Federal Register system notice 09-90-0017 "Pay, Leave and Attendance Records," (Vol 198, 47 FR 45759-45760). An accounting of such disclosures will be furnished to you upon request. Furnishing the information requested on this form is required in the event that you have earned/used any leave, credit hours, compensatory time, or overtime.

EMPLOYEE'S NAME: _____ **EMPLOYEE'S SIGNATURE:** _____

APPROVING OFFICIAL'S SIGNATURE: _____

DATE: _____

PAY PERIOD ENDING: _____