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OFFICE OF INFORMATION TECHNOLOGY

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Time, Attendance, and Leave Recording Policy in the Office of Information Technology

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**PURPOSE** This MAPP outlines the time, attendance, and leave recording policy in the Office of Information Technology (OIT).

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REFERENCES

- HHS Guide for Timekeepers, April 1, 1981
- Food and Drug Administration, Time and Attendance Policy C Time and Leave Recording, Final Draft, January 1997
- CDER Draft Supplement, Food and Drug Administration, Time and Attendance Policy C Time and Leave Recording, January 1997
- CDER MAPP 4657.1, Alternative Work Schedules, November 7, 1995
- CDER MAPP 4657.2, Flexible Workplace Arrangements Program, November 7, 1995
- CDER MAPP 4657.3, Overtime Policy, March 7, 1996
- Collective Bargaining Agreement

## BACKGROUND

- In support of the Department of Health and Human Services Initiative on Improving the Quality of Work Life for employees, FDA has eliminated the requirement to use time clocks and sign-in/sign-out sheets to record hours of work. As a result, OIT employees are required to self-certify the number of hours worked, the hours of leave taken, compensatory time earned and used, and overtime earned.
  - A major goal of this initiative is to create a family friendly workplace that will improve morale by demonstrating empowerment and trust. Through the use of OIT's time and attendance accounting spreadsheet, OIT employees will self-certify their information each pay period.
  - Implementing this directive requires every employee's careful attention to the requirements of maintaining time information. If done correctly, it will streamline the timekeeping process.
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## COVERAGE

- This policy applies to all civilian OIT employees (permanent, temporary, term, full-time, part-time, and intermittent). This policy does not apply to Commissioned Corps Officers.
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## POLICY

- The current rules and regulations for using leave, earning and using credit and compensatory time, and earning overtime are not affected by this policy. Leave requests, credit and compensatory time earned and used, and overtime earned must be approved by the employee's supervisor in advance. OIT leave requests must be requested and approved by e-mail.
- Use of time clocks or sign-in/sign-out sheets is **not** mandatory and may not be made mandatory, except as indicated under the Dealing With Suspected Abuse section.
- Leave regulations and rules are not changed by this initiative. Refer to the CDER MAPPs listed above. NOTE: Unless on approved leave or using credit hours earned, employees must be present during core hours. Core hours are 9:30 a.m. to 3:30 p.m.
- Employees are responsible for notifying their supervisors when arriving late (i.e., after 9:30 a. m.) or leaving early (i.e., before 3:30 p. m.) to permit the orderly scheduling of office coverage/projects.
- Any leave reported to the timekeeper should be accompanied by an approved electronic message requesting leave.
- Pre-approval has been granted to use up to 2 hours of credit time, annual leave, or sick leave per day, unless otherwise directed. A one-time application for the use of the 2-hour

pre-approved time will be completed by the employee and submitted to the supervisor for approval. The timekeeper will keep this form on file. This approval is a privilege and may be withdrawn at any time. The application for use of 2 hours of pre-approved leave is included in this MAPP as Attachment A.

- Supervisors can institute a more rigid reporting requirement if an abusive situation occurs with self-certification of hours worked (see Dealing With Suspected Abuse).

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## EMPLOYEE SELF-CERTIFICATION

- At a designated time within the pay period, employees are responsible for reporting to the timekeeper the hours worked, leave taken, credit and/or compensatory time earned and used, and overtime earned.
- Employees will maintain and report hours worked and leave taken using the OIT Time and Attendance spreadsheet and sign the self-certification each pay period (see Attachment B).
- Prior approval must be received from the supervisor for any leave that exceeds 2 hours. For example, if an employee wishes to take 3 hours leave or credit time, a slip or electronic message indicating approval for 3 hours should be submitted.

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## RESPONSIBILITIES

- The employee will:
  1. Report all hours worked (including time in and time out) and leave used to the timekeeper according to the approved method listed in the Employee Self-Certification section. *Repeated failures to report hours worked and leave used to the timekeeper in a timely manner can result in a more structured reporting requirement.*
  2. Provide the timekeeper with documents (e.g., electronic message) indicating that leave was approved and identifying the type of leave request.
  3. Contact the supervisor or timekeeper if there are questions on how to report or record hours worked and/or leave taken during unusual circumstances (e.g., hazardous weather, early dismissal).
  4. Sign, date, and self-certify all summaries before forwarding to the timekeeper. Employees are also responsible for submitting summaries by the established date and time.
  5. Send an electronic message to the supervisor (leave approving official) requesting leave, including credit time or compensatory time, and copy the timekeeper and team leader (if applicable) as far in advance as possible. Leave approving official or designee will notify employee of approval before leave is to be taken

- The supervisor or leave approving official will:
    1. Verify employee's self-certification of hours worked and leave taken using one or more of the following methods:

Observe the employee during the workday;

Measure the employee's work product;

Contact the employee during the scheduled tour of duty; and/or

Use other appropriate methods, such as those used to measure work for employees working at alternative worksites.
    2. Approve or disapprove, in advance, requests for leave made by the employee.
    3. Review and approve the employee's Time and Attendance Report through EASE, verifying approved leave used, compensatory time earned and used, and overtime earned. This approval indicates that the supervisor agrees with and approves the employee's self-certification and that to the best of the supervisor's knowledge, the employee has completed the time reported.
    4. Ensure that employees and timekeepers adhere to their responsibilities, and take appropriate action if these responsibilities are not met.
  
  - The timekeeper will:
    1. Report the employee's normal tour of duty (80 hours for full-time employees) if the employee does not report the hours worked and leave used to the timekeeper by the time designated in the pay period (e.g., the employee is on travel, leave).
    2. Ensure that the time reported by the employee is accurately recorded in the EASE system and that all supporting documents (e.g., SF-71, approved overtime requests) are provided.
    3. Perform timekeeping duties, including maintaining the employee's Administrative Time and Leave Record (HHS-564) in accordance with the HHS Guide for Timekeepers and maintaining a record of the employee's summary reporting documents.
    4. File all summaries in employee time and attendance files.
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## **DEALING WITH SUSPECTED ABUSE**

- In situations where an employee has had attendance problems and/or leave abuse, or where abuse of self-certification of hours worked is suspected, the supervisor may institute a more structured reporting requirement for the employee until the problem is corrected (see examples below). The employee may be required to:

1. Report to the supervisor upon arrival at the worksite and prior to departure from the worksite;
  2. Provide the supervisor with documentation of the time spent on each task or assignment;
  3. Work the same hours as the supervisor so observations of the employee can be made; and/or
  4. Follow other instituted leave restrictions.
- In cases where abuse continues or when observation is impractical (e.g., the employee and supervisor are on different work schedules or are located at different worksites), the supervisor may require the employee to use a sign-in/sign-out sheet or a time clock to record hours worked. If the abuse continues, appropriate action will be initiated in consultation with the Division of Employee and Labor Management Relations, Office of Human Resources and Management Services.

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EFFECTIVE DATE

This MAPP is effective upon date of publication.

**Attachment A**

**OFFICE OF INFORMATION TECHNOLOGY  
LEAVE APPLICATION FOR USE OF  
2 HOURS OF PRE-APPROVED ANNUAL/SICK OR CREDIT TIME**

OIT LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_

I hereby request the use of up to 2 hours of pre-approved annual leave, sick leave, and/or credit time. I understand that my use of annual leave may not exceed the amount available for use during the leave year. Furthermore, I understand that I have a responsibility to monitor sick leave balances and when taking sick leave will not create an advanced sick leave situation.

The pre-authorization is a privilege and may be withdrawn at any time.

EMPLOYEE SIGNATURE: \_\_\_\_\_

**OFFICIAL ACTION ON APPLICATION**

\_\_\_\_\_

Approved       Disapproved

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

<b>Employee Name:</b>	Enter Your Name
<b>Pay Period Ending</b>	1/13/01

<b>Earned Leave:</b>	
<b>Annual:</b>	4
<b>Sick:</b>	4

Date	Day of Week	Time In	Time Out	Total Time	Extra Time	Credit Time	Overtime	Credit Time Used	Annual Leave	Sick Leave	AWOP LWOP	Other Leave	Other Leave Comments
12/31/00	Sunday												
1/1/01	Monday												
1/2/01	Tuesday												
1/3/01	Wednesday												
1/4/01	Thursday												
1/5/01	Friday												
1/6/01	Saturday												
1/7/01	Sunday												
1/8/01	Monday												
1/9/01	Tuesday												
1/10/01	Wednesday												
1/11/01	Thursday												
1/12/01	Friday												
1/13/01	Saturday												
<b>Total Times</b>				0:00:00	0:00:00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Annual		Annual	Sick		Credit		Overtime		
Prior	Current	Use or Lose	Prior	Current	Prior	Current	Approved	Used	Avail.
0.00	4.00	0	0.00	4.00	0.00		0.00	0.00	None

The figures contained in the Record of Time and Attendance are correct and accurately reflect hours worked and leave taken during the pay period. I understand that falsification of time and attendance Reporting may be grounds for adverse action, including dismissal from Government Services

Signed: \_\_\_\_\_

