



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1514

IMML-MWR

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #19

SUBJECT: Security of the Time Labor Management System (TLMS) for West Point Non-Appropriated Fund Instrumentalities (NAFI)

1. PURPOSE. To establish security levels and responsibilities for the NAFI pay policies and the administration of the TLMS.
2. APPLICABILITY. This policy applies to the Directorate of Family and Morale, Welfare, and Recreation (DFMWR), Army Athletic Association (AAA), Cadet Activities, and any NAFI who, in the future, implements the TLMS system to pay its NAF employees.
3. POLICY:
 - a. The authorization to change pay policies in the TLMS system will be at the DFMWR Installation Systems Officer (ISO)/Information Management Officer (IMO) and TLMS Administrator levels only.
 - b. One of the critical pay issues that promulgated this policy is overtime. Overtime will not be paid to NF employees unless they are in a work status for more than 40 hours. That means that holiday pay, sick leave, and annual leave will not be counted towards overtime. The initial pay policies are formulated on each TLMS workstation with the option to count sick and annual leave towards overtime. West Point has no authority to pay overtime for anything less than 40 hours worked. However, NAFIs with union-negotiated contracts prior to pay banding and overseas employees can be eligible to receive the overtime.
 - c. Timekeepers who input time into the system cannot enter their own time into the TLMS. Supervisors are to send those signed time sheets to another TLMS workstation within the NAFI.
4. PROCEDURES:
 - a. The TLMS pay policies will be distributed separately where needed.
 - b. The DFMWR ISO/IMO will initially load the standard pay policies into the appropriate TLMS workstations. There will be no need to change any pay policies once they are entered

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into the system unless directed by Defense Finance and Accounting Service, Family and Morale, Welfare and Recreation Command or higher headquarters.

c. For changes or additions to the TLMS workstations, the activities should go through their respective IMO who will arrange to have the software loaded on their personal computer and will arrange to have the DFMWR ISO/IMO or System Administrator set pay policies.

d. New users will have to be added to the TLMS workstations by the DFMWR ISO/IMO or System Administrator. A memorandum should be submitted to DFMWR, Resource Support Division (RSD) that states the name, location of workstation and justification.

5. RESPONSIBILITIES:

a. DFMWR: Administration and security of the TLMS.

b. NAFI Fund Managers:

(1) Will ensure that the TLMS workstations within their NAFIs are properly administered.

(2) Will ensure that the TLMS upgrades are loaded into every workstation within their NAFI in a timely manner.

(3) Or their designated representative(s) will ensure that the timesheets are submitted in a timely manner to the person who will input time into TLMS to ensure transmission by noon on payroll Thursdays.

(4) Will ensure the employees are properly paid by comparing actual pay data to TLMS input.

c. NAF Civilian Personnel Office: Will notify and distribute changes to DFMWR Resource and Business Management Division on NAF personnel policies affecting pay policies and the TLMS.

d. NAFI Timekeepers and TLMS Data Input: Ensure proper and timely data entry and transmission.

6. PROPONENT. The proponent of this policy memorandum is DFMWR, Resource Management Division, (845) 938-2885.

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7. EXPIRATION. This policy remains in effect until rescinded or superseded.

A handwritten signature in black ink, appearing to read 'ASH', with a long horizontal line extending to the right.

ANDREW S. HANSON
COL, SF
Commanding