



Military Surface Deployment & Distribution Command

Time Manager Training





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General Information

- Timecard systems
 - Transportation Working Capital Fund (TWCF) timecards supported by Oracle Time & Labor (OTL)
 - Appropriated Fund (APF) timecards supported by Automated Time Attendance And Production System (ATAAPS)

- SDDC Timecard Policy: DTC email 15 April 2008
 - Employees enter their own time
 - Approvals are performed by immediate supervisor
 - Leave is supported by properly authorized documents
 - Leave forms can/should be attached to timecards in OTL
 - Leave codes found at TFMS website in Employee Self Service SOP

- DOD FMR 7000.14-R, Vol. 8, Civilian Pay Policy and Procedures



Policy/Guidance vice Assistance

- DCS for Personnel and Logistics (G1/4)
 - Provides policy and guidance on time and attendance issues and questions

- DCS for Resource Management (G8)
 - Monitors and assists employees and supervisors to record and approve time and attendance in the appropriate system
 - Monitor system(s)
 - Set up users/approvers



Time Manager Responsibility

- Time Managers are Certifying Officers (CO)
- Certifying Officers must be appointed via a DD577
- Time Managers
 - Certify time and attendance for payment
 - Are responsible / accountable for the correctness and accuracy of timecards submitted by employee
 - Can be held financially liable for illegal, improper, or incorrect payments
 - If unable to recoup payment from the employee the Time Manager/CO who certified the overpayment will make restitution
- Certifying Officer Legislation (COL), Public Law 104-106



Timecard Approval

- Supervisors will ensure submission and approval of time and attendance is timely and accurate
 - Time is accurate and reported against appropriate categories
 - Leave is supported by appropriate documentation
 - Supporting documentation is available for audit purposes
- Unless notified otherwise, timecards must be approved NLT 1200 CST Monday following the pay period end (PPE) date
 - Overseas locations need to take time differential into account
 - Timecards not approved in time default to 80 hours annual leave
 - If 80 hrs annual leave is not available, leave without pay (LWOP) will be applied
- DOD FMR 7000.14-R, VOL. 8, CH. 2, Time and Attendance



Vacation Rules

- Vacation Rule allows another supervisor/manager to approve timecards when immediate supervisor will be unavailable
 - Enter name of supervisor with approved DD577
 - Enter ending period date
 - Must be entered prior to submission of employee timecards
 - Instructions found on TFMS website, Training, Timecard SOPs
- On exception basis only, Civilian Pay Analysts can reroute timecards to alternate supervisor for approval
- Supervisors may not approve their own timecard
 - If your timecard is routed to you for approval, contact Civilian Pay Analyst to have your timecard rerouted to an authorized approver



Leave

- Annual Leave (AL)
 - Employee requests annual leave (LA) in advance whenever feasible
 - Employee submits OPM Form 71 (Request for Leave or Approved Absence)
 - Employee codes “LA” on timecard for approved leave
 - Employee attaches approved OPM Form 71 to timecard in OTL
 - Hard copy leave form, if used, can be destroyed at end of following pay period

- Sick Leave (SL)
 - Employee requests sick leave (LS) in advance whenever feasible
 - Employee submits OPM Form 71 (Request for Leave or Approved Absence)
 - Used for sickness, medical/dental/optical appointments and care of sick family members
 - Family and Medical Leave Act (FMLA): employee with 1 year service can take up to 480 hours of unpaid leave (LWOP) for medical needs or care of family member during a 12-month period
 - Family Friendly Leave Act (FFLA): full-time employee may use up to 104 hours of paid leave per leave year for family care and/or bereavement
 - Employee attaches approved OPM Form 71 to timecard in OTL
 - Hard copy leave form, if used, can be destroyed at end of following pay period

- DOD FMR 7000.14-R, VOL. 8, CH. 5, Leave



Overtime (OT) / Compensatory Time (CT)



- OT/CT is approved before hours are worked whenever feasible
 - when not feasible, as soon as possible after work is performed (NLT 1 workday)
- Supervisor ensures overtime (OT) and compensatory time (CT) have been earned and approved prior to approving timecard
 - SDDC Form 179 is approved and is attached to employee timecard in OTL
 - OR -
 - SDDC Form 179 is approved and hardcopy is retained by supervisor for 6 years
- Common OT/CT codes (all codes listed at end of training)

OS (Overtime Scheduled)	OU (Overtime Unscheduled)
CE (Comp Time Earned)	CT (Comp Time Taken)
CB (Comp Time Travel Earned)	CF (Comp Time Travel Used)
- SDDC Regulation No. 37-4, Civilian Personnel Overtime/ Compensatory Time



Jury Duty (LC)

- Employee is granted court leave
 - Must be under proper summons from a court to serve on a jury
 - Employee records “LC” on timecard
 - Employee submits certificate of attendance to Supervisor and uploads to timecard in OTL
 - Certificate to show inclusive dates of jury duty and amount paid to the employee
 - Employee must relinquish payment received for jury duty
 - Employee must submit compensation paid to Civilian Pay Analyst
 - Employee may keep reimbursements for expenses

- OR -

- Employee is granted annual leave
 - Employee records “AL” on timecard
 - Employee keeps all paid compensation
- DOD FMR 7000.14-R, VOL. 8, CH. 5, 0517 Court Leave



Military Leave (LM) / Military Duty (KG)



■ Military Leave

- Submit required documentation to Supervisor & Civilian Pay Analyst
 - Copy of the orders directing him/her to active military duty
 - Certified verification of attendance (indicating completion of training duty)
- Eligible employees record “LM” in timecard system
- Employee is entitled to holiday pay

■ Military Duty

- Submit required documentation to Supervisor & Civilian Pay Analyst
 - Copy of orders only
 - Eligible employees record “KG” in timecard system for (LWOP)-US
 - Employee is not entitled to holiday pay
-
- DOD FMR 7000.14-R, VOL. 8, CH. 5, 0518 Military Leave



Advanced Leave

- Employee submits request for advanced leave (OPM Form 71) to supervisor
- Supervisor must have reasonable assurance employee will be in duty status long enough to earn the advanced leave
- If Supervisor approves, package forwarded to G1/4
- If approved, G1/4 retains request package
- Documentation required if request is approved:
 - Employee submits copy of approved SF71 with timecard
 - Employee submits copy of approved SF71 to Civilian Pay Analyst
 - Copy must show approval, number of hours, and start date
 - Employee must provide notice of intent to take FMLA not less than 30 days before leave is to begin or as soon as is practicable
- Employee enters “LB” for advanced annual leave
- Employee enters “LG” for advanced sick leave

- DOD FMR 7000.14-R, VOL. 8, CH. 5, 050205 Advance Criteria



Restored Annual Leave

- Annual leave can only be restored when:
 - Leave had previously been requested and approved and then subsequently disapproved by the Supervisor
 - Operational requirements required cancellation of requested leave
 - Approved by management and coordinated through G1
- G1 submits memo to Civilian Pay Analyst to enter restored annual leave directly into DCPS
 - Restored leave information must include effective date, termination date, and balance of each occurrence
- Time period for use of restored leave is NLT end of leave year ending 2 years after date approved
 - Employee codes “LR” for annual leave in 1st year of restoration
 - Employee codes “LQ” for annual leave in the second year of restoration
 - Restored annual leave not used within the established time limit is forfeited with no further right to restoration
- DOD FMR 7000.14-R, VOL. 8, CH. 5, 0508 Restored Leave



Night Differential

- Night differential is for work performed and/or scheduled between 1800 and 0600 hours
- Employee cannot receive night differential if unscheduled overtime
- Employee can receive night differential while on annual leave if part of normal work schedule
- Employee can receive night differential for holidays on which they are not required to work. Employees are entitled to additional holiday premium pay for work performed on a holiday not to exceed 8 hours, during the hours of their regularly scheduled tour of duty.
- DOD FMR 7000.14-R, VOL. 8, CH. 3, 030303 Night and Shift Differential



Commonly Used Timecard Codes



CB	Comp Time Travel Earned
CE	Compensatory Time Earned
CF	Comp Time Travel Used
CT	Compensatory Time Taken
HF	Holiday Premium First Shift (Wage Grade)
HG	Holiday Premium (Graded)
KA	LWOP
KB	Suspension
KC	AWOL
KD	Office Of Worker Compensation Program (OWCP)
KG	Military Furlough (LWOP) - Called To Active Duty
LA	Leave Annual
LB	Advanced Annual
LC	Court
LG	Advanced Sick
LH	Leave Holiday
LK	Home



Commonly Used Timecard Codes (cont)



LM	Military
LN	Administrative
LR	Annual, Restored
LS	Leave Sick
LT	Traumatic Injury (Cop)
LU	Day of Traumatic Injury
LV	Excused Absence
LY	Time Off Award
OC	Overtime – Callback
OS	Overtime Scheduled
OU	Overtime Unscheduled
OX	Overtime Unscheduled Exception
RF	Regular, First Shift (Wage Grade)
RG	Regular Hours
RS	Regular, Second Shift (Wage Grade)
SG	Sunday Premium (Graded)



Assessment



The following slides are a non-scored assessment of the major topics covered in the previous slides.

Consider each question and select the best answer.



Question 1



All SDDC timecards are entered and approved in TFMS.

True

False



Question 1

All SDDC timecards are entered and approved in TFMS.

False

SDDC has two timecard systems. TWCF-funded personnel enter time into OTL; Appropriated Funds personnel enter time in ATAAPS.



Question 2



All supervisors can approve timecards.

True

False



Question 2



All supervisors can approve timecards.

False

Timecard approval - Time Manager - is an authority granted SDDC personnel by way of an approved DD577. Time managers are usually, but not always, supervisors.



Question 3

As long as the employee signs their timecard time managers (i.e. approvers) have no liability for false or inaccurate timecards.

True

False



Question 3



As long as the employee signs their timecard time managers (i.e. approvers) have no liability for false or inaccurate timecards.

False

By approving a timecard a time manager is certifying the time and attendance on that timecard is accurate and should be paid; and under the Certifying Officer Legislation (COL), Public Law 104-106, can be held financially liable for erroneous payments.



Question 4



I see my own timecard in my list to approve.
TFMS sent it to me so I guess it's okay.

True

False



Question 4



I see my own timecard in my list to approve.
TFMS sent it to me so I guess it's okay.

False

You can not approve your own timecard - and if you are unexpectedly seeing timecards for people outside your area please contact the Civilian Pay Analyst so they can route those timecards to the right approver.



Question 5



As long as I know my employees are going to work overtime or compensatory time we don't need documentation until after they're done.

True

False



Question 5

As long as I know my employees are going to work overtime or compensatory time we don't need documentation until after they're done.

False

Except in rare, unexpected cases any variation to an employee's normal tour of duty must be approved in advance on the appropriate forms. Those signed forms will also be attached to the employee's timecard.



Question 6



An employee had a personal emergency and couldn't use all their 'Use or Lose'. I can get that leave restored so they can use it this year, right?

True

False



Question 6



An employee had a personal emergency and couldn't use all their 'Use or Lose'. I can get that leave restored so they can use it this year, right?

False

Leave can only be restored as a result of operational requirements which impact an employee's ability to take planned leave as documented on approved leave forms. Personal emergencies, while unfortunate, are not grounds to restore expired 'use or lose'.



Question 7



Supervisors can appoint a 'timekeeper' within their section to enter timecards for all employees guaranteeing timecard accuracy, consistency and timeliness.

True

False



Question 7



Supervisors can appoint a ‘timekeeper’ within their section to enter timecards for all employees guaranteeing timecard accuracy, consistency and timeliness.

False

SDDC does not support timekeepers. SDDC policy is all employees will enter their own time except where connectivity to TFMS OTL is unavailable. In those rare cases the G8 has approved a “time entry surrogate” but only for specific personnel and very limited circumstances.



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SDDC Time Manager Training Certificate



*I have reviewed the training material and acknowledge
my responsibilities and limits as a
SDDC Time Manager.*

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