

MS 631 Direct Hire Time and Attendance

Effective Date: October 30, 2019

Responsible Office: Office of Human Resources

Supersedes: MS 742 – 01/07/13; MS 711, 01/14/77; 01/25/85; 10/14/82

Issuance Memo (01/07/2013 – MS 742)

Issuance Memo (10/30/2019)

1.0 Purpose

This Manual Section establishes a system for reporting Direct Hire employee time and attendance.

2.0 Scope

This Manual Section applies to all Peace Corps U.S. Direct Hire employees.

3.0 Authorities and References

Time and attendance policy and procedures affecting bargaining unit employees are established both by law and through collective bargaining with the Peace Corps Employees Union, Local 3548, American Federation of State, County, and Municipal Employees (AFL-CIO). Time and attendance policy and procedures affecting both non-bargaining and bargaining unit employees are consistent with the following laws, regulations, and guidance:

- (a) Government Accounting Office, GAO-03-352G Maintaining Effective Control over Employee Time and Attendance Reporting (January 2003).
- (b) Public Law 95-390, "Federal Employees Flexible and Compressed Work Schedules Act of 1978" (5 USC 6120 *et seq.*).
- (c) Negotiated Agreement between the Peace Corps and Peace Corps Employees Union and supplements thereto.
- (d) Public Law 93-579, "Privacy Act of 1974" (5 USC 552a).
- (e) Public Law 97-221, "Federal Employees Flexible and Compressed Work Schedules Act of 1982" (5 USC 6101 *et seq.*).
- (f) Human Resources and Payroll Systems Requirements, JFMIP-SR-99-5

For purposes of this Manual Section, Office Heads are Associate Directors, Regional Directors, A Delegates, Heads of Domestic Regional Offices and other positions identified as Office Heads in the Procedures.

4.0 Roles and Responsibilities

4.1 Office Heads

Office Heads are responsible for ensuring overall accuracy and promptness of time and attendance recording and reporting. In addition, they are responsible for the following:

- (a) Designating supervisory personnel with responsibility for the proper performance of time, attendance, and leave recording;
- (b) Ensuring, that for the staff under their purview, compensatory time for work and overtime requests are being entered and considered before being accrued; and notifying the chief/lead administrative officers and timekeepers if such time has been authorized for their employees;
- (c) Providing supporting timekeeping documentation that is not inherently built into the timekeeping system to the timekeeper and chief/lead administrative officers for file retention purposes; and
- (d) Collaborating with the chief/lead administrative officer to determine the appropriate lead and back-up timekeepers. If no administrative officer is present, the office head makes the determination.

4.2 Supervisors

Supervisors are responsible for the following:

- (a) Determining in advance the approximate number of overtime hours required by their direct reports during a specific pay period; notifying their office head; and gaining the office head's authorization before allowing their staff to earn;
- (b) Reviewing, then approving or declining, leave and premium pay requests submitted by employees in a timely manner;
- (c) Ensuring the accuracy of and certifying time and attendance data in accordance with the timeframes set forth by the office head and/or timekeeper;
- (d) Ensuring that leave and premium pay requests are present and approved before certifying the timecard to which they apply;
- (e) Furnishing timekeepers with all necessary supporting documents and information relating to attendance (e.g., jury duty, employee volunteer program activity, and military time);

- (f) Reporting the time to be entered to the timekeeper for line staff who are unable to enter time themselves due to extenuating circumstances; and
- (g) Decertifying inaccurate timesheets during the window of availability, otherwise working with the timekeeper and employee to complete a corrected timesheet.

4.3 Employees

All employees are responsible for the following activities:

- (a) Recording the appropriate daily entries on their timecard except for authorized lunch periods;
- (b) Submitting leave and premium pay requests as soon as possible but no than the timeframes requested by their supervisor;
- (c) Submitting validated timesheets at the end of each pay period within the deadlines set by their supervisor and/or timekeeper;
- (d) Relaying time information to their supervisor and timekeeper if unable to enter time due to extenuating circumstances;
- (e) Providing time and attendance supporting documentation in a timely manner to the supervisor, office head, timekeeper, and/or the Office of Human Resources (HR) when requested or required; and
- (f) Notifying their supervisor and timekeeper of time sheet errors and working with their timekeeper to rectify errors with a corrected timesheet in a timely manner.

4.4 Chief/Lead Administrative Officers

Chief/Lead Administrative Officers are responsible for designating, in collaboration with office heads, the lead and backup timekeepers.

4.5 Timekeepers

Timekeepers are responsible for the following:

- (a) Entering and updating new employee Time and Attendance (TA) profile information;
- (b) Updating account table information for employees under their purview;
- (c) In collaboration with the office head, setting internal submission deadlines each pay period for employees and supervisors that will allow the department to meet the deadlines announced by HR;
- (d) Ensuring that employees under their purview complete required forms and work with managers to ensure timely completion of biweekly submissions;

- (e) Entering timecard data on the behalf of employees when circumstances do not permit the employee to enter the data him or herself, this excludes leave, premium pay or donation requests;
- (f) Submitting corrected timesheets in collaboration with employees and supervisors;
- (g) Flagging final report timesheets and placing timesheets on hold when necessary (for employees with no reportable hours or intermittent employees). Leave without pay hours are reportable hours;
- (h) Facilitating and coordinating employee take-overs and transfers;
- (i) Maintaining time and attendance files, for personnel under their purview, for a period of six years, or coordinating with office heads to arrange for file keeping within the sub-office; and
- (j) Maintaining time and attendance supporting documents that are not able to be retained for a period of six years.

4.6 Payroll Team

The Payroll Team is responsible for the following:

- (a) Checking the PC Payroll mailbox; acknowledging and responding to inquiries;
- (b) Processing password reset requests;
- (c) Entering new entry on duty employees and relaying that information to staffing analysts/timekeepers of the program offices;
- (d) Entering new or updated account table and organizational information;
- (e) Assigning account tables to individual employee profile based on requests received from timekeepers;
- (f) Monitoring NFC timecard submission errors and fallout reports; notifying stakeholders of findings; and providing guidance to stakeholders for resolution;
- (g) Generating reports and furnishing to timekeepers and office heads within appropriate timeframes;
- (h) Managing leave donor program and associated timecard entries;
- (i) Conducting leave audits;
- (j) Notifying stakeholders of system errors and updates;
- (k) Relaying time and leave related policy and procedure changes to stakeholders; and

- (l) Providing training to stakeholders on their roles and responsibilities.

5.0 Policy

5.1 Time and Attendance Requirements

5.1.1 Daily Time Records

For each employee, a daily record of time spent in pay and non-pay status must be maintained by a designated timekeeper.

5.1.2 Time Period

The time period shown on the TA record must correspond to the length of a pay period.

5.1.3 Charge of Annual Leave

The TA record must indicate whether annual leave taken is to be charged against the employee's current leave account or a separate leave account established for restored leave.

5.1.4 Accounting for Time and Leave

TA must reflect a proper and accurate accounting of an employee's actual TA and leave.

5.1.5 Data Element Values

For each employee, minimum data element values that must be included as a part of the TA record are:

- (a) Employee name;
- (b) Pay Period or Pay Period Dates;
- (c) Number of all hours worked by day, by type, and totals;
- (d) Number of hours of premium works by type, to which the employee is entitled;
- (e) Dates and number of hours of leave by type;
- (f) Automated approval of the supervisor; and
- (g) Any other information as may be required in support of the TA.

5.1.6 Work Schedules

Work schedules define the basic work requirement by showing the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. Attendance and absence must be consistent with the employment status of the individual (e.g., full-time; part-time).

5.1.7 Approval of Leave

Leave approvals must be granted in accordance with the requirements of MS 635 *Staff Absence and Leave*.

5.1.8 Overtime and Compensatory Time Earned Authorizations

The employee's supervisor must direct and approve any overtime, compensatory time, or holiday work prior to the work being performed.

5.1.9 Continuation of Pay

An employee who sustains a disabling job-related traumatic injury is entitled to the continuation of regular pay for up to 45 calendar days.

5.2 Time and Attendance Recording

5.2.1 Certification of Absences

Employees either must initial or sign for indicated absences, or submit an approved application for leave. A supervisor may require a medical certificate or other evidence of illness from an employee when granting sick leave.

5.2.2 Verification of Leave Charges

Employees must confirm each leave charge, except for administrative leave, absent without leave charges, suspension, or holiday absences.

5.2.3 Leave Charges

All leave types are charged to the employee by days, hours, or fractions of hours.

5.2.4 Daylight Savings Time (where applicable)

- (a) **Hour Lost** – Peace Corp employees working on a tour of duty when an hour is lost due to imposition of daylight savings time, are credited with the actual number of hours worked on the tour of duty. The hour lost because of the change is charged to annual leave, compensatory time used, credit hours used, or leave without pay, as requested by the employee. Employees may also be allowed to work 1 hour beyond the end of their regular work schedule.

- (b) **Hour Gained** – Peace Corps employees working on a tour of duty when an hour is gained through return to the standard time, are credited with the actual number of hours worked. Time worked in excess of 8 hours, or the regular tour of duty hours, must be paid as overtime, compensatory time earned, or recorded as credit hours.

5.2.5 Recording Clock

A recording clock may not be used to record time of a Peace Corps employee.

5.3 Retention of Records

5.3.1 Storage Location

Peace Corps must establish a uniform practice to be followed as to the locations at which the TA reports and related supporting documentation are to be maintained. TA reports, together with approved applications for leave, overtime approvals, military orders, jury duty certification, or other supporting documents, may be retained by the timekeeper, supervisor, or sent to a designated storage location.

5.3.2 Internal Controls

Sufficient internal controls must be established to prevent unauthorized changes to completed TA, regardless of where they are retained.

5.3.3 Retention Period

TA records, to include leave application files, source records, input records, and leave records, must be retained in accordance with records retention requirements as set forth in the National Archives, General Records Schedule 2.

NOTE: There are different retention requirements for these four types of records. For additional information pertaining to the retention of records, see *MS 892 Records Management*.

5.4 Labor Distribution

Payroll systems must interface with cost accounting systems, if established to ensure payroll labor costs are distributed and charged to appropriate cost centers as set forth in 31 U.S. Code § 3512.

6.0 Use of Official Time by Union Representatives

In accordance with the negotiated agreement between the Peace Corps and the Peace Corps Employees Union (Article 6, "Official Time"), union representatives will be granted a reasonable amount of official time for carrying out representational functions under the law and the agreement. Official time is requested and recorded as set forth in Article 6, Sections A and G of the negotiated agreement. (See Appendix A to the negotiated agreement.)

7.0 Procedures

Procedures implementing this Manual Section must be approved by the Human Resource Council.

8.0 Effective Date

The effective date of this Manual Section is the date of issuance.