MS 631 Direct Hire Time and Attendance Procedures

Effective Date: October 30, 2019
Responsible Office: Office of Human Resources
New Procedural Document

MS 631 *Direct Hire Time and Attendance*

1.0 Purpose

The purpose of these procedures are to support and implement Manual Section 631 *Direct Hire Time and Attendance* which establish a system for reporting Direct Hire employee time and attendance (TA). Time and Attendance, and its underlying system is used to:

(a) Maintain a personal information record for each employee at a specific TA contact point. This record contains employee-related information needed for TA reporting;

(b) Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period;

(c) Enter TA data at any time during the pay period;

(d) Record daily time;

(e) Allow for the timekeeper to enter and submit an employee's TA if the employee is not available;

(f) Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered;

(g) Enter scheduled leave in advance; and

(h) Record cost accounting.

Timely submission of TA is necessary because of the impact on the employee's pay. TA should be completed on the last day of the pay period and processed as soon as possible.

2.0 Scope

These procedures apply to all Peace Corps U.S. Direct Hire employees.

3.0 Roles and Responsibilities

3.1 Human Resources Administrator

The Human Resources Administrator is responsible for the following:

(a) Adding new employees;

(b) Providing administrative functions to manage employees and leave transfer programs;

(c) Adding and editing employee profiles and ensuring records are processed for all employees in an Agency; and

(d) Managing employee user accounts.

3.2 Supervisor

A supervisor is responsible for the following:

(a) Designating the timekeepers and alternate timekeepers and ensuring that they are properly trained in time and attendance reporting;

(b) Providing a copy of this procedure and updates to timekeepers and alternates timekeepers;

(c) Understanding the reporting requirements prescribed in these procedures and those of the agency;

(d) Providing timekeepers and alternates timekeepers with the personnel information that is necessary to complete the TAs (e.g., employee status, separations, retirements, overtime, tour of duty, leave status, etc.);

(e) Verifying the presence or absence of all employees and notifying the timekeeper. Attendance is verified by seeing the employee, sign-in/sign-out sheets, time clock reports, or other methods as directed by the agency;

(f) Ensuring that TAs, along with timecards, leave applications, and other supporting documentation, are prepared and submitted each pay period for all employees in the area of responsibility;

(g) Reviewing and certifying the TAs and supporting documentation. If discrepancies occur, a supervisor returns the TA to the timekeeper so that appropriate corrections can be made. The TA must be reviewed again and certified after changes have been made;

(h) Ensuring that TAs are submitted by close-of-business following the last day of the pay period to enable payment within the processing cycle;

(i) Assisting the timekeeper in determining the need for corrected TA reporting;

(j) Reviewing the payroll reports provided to ensure proper reporting;

(k) Ensuring that all certified TAs and supporting documentation are maintained and accessible for audit purposes for six years;

(l) Reviewing and approving or denying all leave, premium pay, and dollar transaction requests; and

(m) Delegating their supervisory role in the event of their absence.

3.3 Timekeeper

A timekeeper is responsible for the following:

(a) Transmitting the TA data to the payroll provider for the pay period, or providing the transmission file to the designated person;

(b) Verifying the confirmation report to ensure the number of TA records for the pay period were received;

(c) Adding new employees in TA;

(d) Assigning accounting codes for employee use;

(e) Preparing a corrected TA when an error occurs on a previously processed TA;

(f) Reviewing previously certified TA data;

(g) Managing an employee's profile;

(h) Inactivating employees; and

(i) Delegating the timekeeper role in the event of their absence.

3.4 Employee

An Employee is responsible for the following:

(a) Entering, editing, and submitting their TA;

(b) Submitting leave and premium pay requests to their supervisor;

(c) Viewing current and historical TA information;

(d) Generating a leave audit report;

(e) Submitting requests and tasks to their timekeeper;

(f) Informing their supervisor of their work hours and leave daily; and

(g) Providing supporting documents (e.g., leave applications, certificates of attendance for jury duty, military leave, etc.).

3.5 Payroll and Benefits

Payroll and Benefits is responsible for the following:

(a) Requesting security access to grant TA access for TA roles;

(b) Entering TA data for each employee, as required by law and regulations;

(c) Certifying TAs to be transmitted to the payroll provider by established timeframes;

(d) Correcting leave errors; and

(e) Monitoring TA related status reports and taking measures to reduce TA rejections and leave errors.

3.6 Payroll Provider

The Payroll Provider is responsible for the following:

(a) Processing TA data within established timeframes;

(b) Reviewing TA edit error messages and correcting the TA while contacting Payroll and Benefits for assistance as necessary;

(c) Monitoring TAs received to account for all active and full-time employees; and

(d) Providing reports.

4.0 Effective Date

The effective date of these procedures is the date of issuance.