

U.S. Department of Energy

Oak Ridge Operations

ORO O 530
Chapter IV

DATE: 7-15-96

SUBJECT: TIME AND ATTENDANCE REPORTING

1. PURPOSE. This Chapter correlates to DOE O 535.1 (formerly DOE 3600.1B), TIME AND ATTENDANCE REPORTING, dated February 11, 1991, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be renumbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new ORO Chapter assigns responsibility and accountability and provides administrative guidance to Oak Ridge Operations (ORO) and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3600.1B, TIME AND ATTENDANCE REPORTING, dated November 9, 1992.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees who receive regular salaries through the DOE PAY/PERS System. Time and Attendance (T&A) reporting for consultants and advisers shall be as specified in employment agreements.
4. RESPONSIBILITIES.
 - a. Director, Oak Ridge Financial Service Center (ORFSC).
 - (1) Performs those tasks identified in DOE O 535.1, subparagraphs 7e(1), (3), (5), and (6).
 - (2) Verifies T&A reports against any attached documentation (subparagraph 5b(3) below), reconciles discrepancies as required, processes T&A data into the DOE Energy Time and Attendance Monitor System, and maintains T&A report files.
 - b. Principal Staff.
 - (1) Perform those tasks identified in DOE O 535.1, subparagraphs 7a(1), (2), (3)(b), (5)-(8), and (10)-(13).

- (2) Complete the "Designation of Employees To Maintain The Time And Attendance Reports" form on the Energy Time and Attendance (ETA) System for their organizational unit, retain a file copy, and transmit the original to ORFSC.
- (3) Complete the "Designation of Employees To Certify The Time And Attendance Reports" form on the ETA System for their organizational unit, retain a file copy, and transmit the original to ORFSC for:
 - (a) Certifying officials within their organizational unit, and
 - (b) Not more than four alternate certifying official(s) when there is no permanent deputy or assistant assigned.
- (4) Serve as the overtime approving officials who perform those tasks identified in DOE O 535.1, subparagraph 7f. These officials authorize and approve overtime, compensatory leave earned, night differential, and premium pay.

NOTE: This responsibility CANNOT be permanently delegated to a lower level position.

c. Principal Staff and Branch Chiefs.

- (1) Initial T&A reports that reflect leave, excused absences, and/or overtime for subordinate certifying officials.
- (2) Certify the T&A reports of employees in their organization unless the supervisor(s) below the branch chief is the certifying official(s).
- (3) Maintain schedules of starting and ending times for those employees whose schedules do not vary.

d. T&A Certifying Officials or Supervisors perform those tasks identified in DOE O 535.1, subparagraph 7g.

e. T&A Clerks.

- (1) Maintain records, as required, and prepare T&A reports on the ETA System in accordance with DOE O 535.1, subparagraph 7h and paragraph 8, and the supplementary procedures prescribed in the PAY/PERS Time and Attendance Manual and this Chapter.

- (2) Ensure T&A records are properly secured and access to data is restricted in accordance with the Privacy Act.

5. REQUIREMENTS AND PROCEDURES.

a. Forms and Records.

- (1) ETA System's Time and Attendance Report shall be used to report to ORFSC the hours of work and absences of each employee.
- (2) Using the ETA System, each T&A clerk shall produce a Transmission Sheet and diskette or electronic file to forward employees' T&A to ORFSC for appropriate action.
- (3) Except as required by this Chapter or other directives, T&A reports and all internal records upon which entries are based shall be retained by the organizational unit for six years or until a General Accounting Office (GAO) audit, whichever occurs first.

b. Preparation of Reports. Payroll data is prepared using the ETA System. Reports must be properly coded and include all actual data for the pay period in accordance with the PAY/PERS T&A Manual, DOE O 535.1, and the following guidelines:

- (1) Daily work schedules will be documented and maintained by the organizational unit.
- (2) T&A clerks shall verify that the daily and weekly totals on the T&A report correspond with these schedules.
- (3) When required, T&A clerks shall attach copies of the following documentation to the ETA Transmission Sheet.
 - (a) Jury duty documentation consisting of:
 - 1 Properly executed court subpoena or summons PRIOR TO ATTENDANCE, AND
 - 2 Certificate of attendance or other evidence that clearly indicates the actual dates of attendance to be submitted with each biweekly reporting period as appropriate.

(b) Military duty documentation consisting of:

- 1 Copy of military orders indicating date(s) and number of days required to serve (including allowable travel time) PRIOR TO LEAVE, AND
- 2 Copy of pay voucher or other acceptable evidence that clearly indicates the actual dates of service UPON RETURN TO DUTY.

NOTE: If the employee is to be on military leave on Friday and Monday, then charge Friday and Monday to hours code 070 and Saturday and Sunday to hours code 071.

(4) T&A clerks shall retain in their files:

- (a) The original signed T&A forms and the associated backup documentation (such as SF-71, Application for Leave, forms).
- (b) ORIG 3610.X1B, Attachment 2, ORO Credit Hour Request, for credit hours usage as required by ORIG 3610.X1B, ALTERNATIVE WORK SCHEDULE PROGRAM, dated September 28, 1995.

NOTE: ORIG 3610.X1B, Attachment 2, can be disposed of at the end of the pay period in which it applies if the employee initials all occurrences of hours code 231 on his/her T&A. However, if the employee does not initial each occurrence, ORIG 3610.X1B, Attachment 2, must be kept for six years or until a GAO audit, whichever is sooner.

- (c) The original signed "Certification Sheet" as generated by the ETA System.
 - (d) The original signed "Overtime Request and Authorization for Payment" and the "Overtime Authorized/Actual Report" as generated by the ETA System.
- (5) Employees shall initial the T&A report for overtime work, compensatory time earned, and leave not supported by an SF-71.
- (6) Hours code 081, not code 020, will be used to record the use of restored annual leave.
- (7) Each incident of overtime, compensatory time, and other work compensated at premium rates shall be recorded in six-minute increments.

- (8) When advanced sick leave is granted, approved requests must be transmitted to ORFSC before the leave is used. ORFSC will forward the request to Headquarters for processing, which takes approximately two pay periods. The advanced sick leave request form is prepared through the "Standard Format Memo Creation" option of the ETA System.
- (9) Certifying officials must sign the ETA Certification and Transmission Sheets and initial all individual T&A forms for their organizational unit.
- (10) Hours code 230 shall be used to record credit hours earned and code 231 to record credit hours used. Credit hours can be earned and used in 15-minute increments.

c. Certifying Authority.

- (1) If there is only one authorized certifying official in an organizational unit and no alternate has been delegated, then the supervisor at the next higher level shall serve as the alternate certifying official.
- (2) When signing a Certification Sheet and Transmission Sheet on behalf of a certifying official, alternates shall place their signature in the blank alongside their pre-printed name. If their name isn't on the forms, their name should be hand-printed in the "Emergency C/O" field, and their signature placed alongside their name.
- (3) Principal Staff may certify their own T&A, provided that leave, excused absences, and/or overtime work are separately approved as required by DOE 3550.1A, DOE 3630.1B, and OR 3630.1A.
- (4) At a minimum, the T&A reports of all other employees who exercise certifying official authority must be endorsed by a higher level official when it includes overtime, all types of leave, or other absences for which approval is not documented separately.

d. Employees Away from Their Duty Station.

- (1) When a period of temporary duty extends beyond the expiration of the current pay period, the employee verifies his/her time in writing or by phone at the end of

each pay period. Supervisors report the authorized time on the regular report and require that the employee sign the T&A or other internal unit records upon his/her return.

- (2) An employee officially detailed to another DOE facility does not certify his/her own T&A. The certifying official at the DOE facility to which the employee is detailed certifies the individual's time by the most expeditious method at the expiration of each reporting period. Although a T&A report signed by the employee is not required, the DOE facility to which the employee is detailed may require such reports of T&A as necessary to support its own certification system.
- e. Submission of Reports. The original Transmission Sheet and diskette or electronic file prepared by the ETA System shall be submitted to ORFSC by the close of business on the first Monday after the end of the pay period (first business day of the next pay period).

NOTE: Because of U.S. Treasury requirements, T&A reports for the pay period prior to a holiday must be submitted to ORFSC one to three business days early. Each T&A clerk will be contacted by phone to inform him/her that the T&A reports are due early.

f. Supplements.

- (1) When changes are necessary to previously submitted information, a supplementary T&A report shall be prepared in accordance with the ETA System Timekeeper Handbook and the PAY/PERS Time and Attendance Manual.
- (2) Supplements shall be transmitted to ORFSC as a separate transmission from regular T&A data.
- (3) Supplements must be initialed by the appropriate certifying official and transmitted to ORFSC within one pay period following the submission of the original T&A report.
- (4) A copy of the original T&A report, supplemental/correction report, original supplemental/correction transmission sheet, and transmission diskette or electronic file must be submitted to ORFSC.

NOTE: Any military and jury documentation that applies to the supplement must be attached for proper processing and approval verification.

- g. On-The-Job Injury/Workers' Compensation Claims. The Federal Employee's Compensation Act is the regulation governing workers' compensation claims. When an employee is injured in the line of duty, it is imperative that the certifying official immediately contact the DOE/ORO Nurse and the Personnel Management Specialist assigned to their organization for further instructions.
6. REFERENCES.
- a. DOE PAY/PERS Time and Attendance Manual.
 - b. DOE Energy Time and Attendance System Timekeeper Handbook.
 - c. OR 3350.1B, PAY ADMINISTRATION AND HOURS OF DUTY, dated June 3, 1988.
 - d. ORIG 3610.X1B, ALTERNATIVE WORK SCHEDULE, dated September 28, 1995.
 - e. OR 3630.1A, LEAVE ADMINISTRATION, dated November 2, 1987.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.