



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 7410.1  
N3

**30 APR 2003**

NAVSUPPACT NORFOLK INSTRUCTION 7410.1

Subj: CIVILIAN PAY AND TIMEKEEPING

Ref: (a) DOD Financial Management Regulation, Volume 8  
(b) NAVCOMPT Manual, Volume III, Chapter 3  
(c) Human Resources Office (HRO), Norfolk Manual  
(d) SLD-TRNG-TG-21.4 of 7 Mar 02

Encl: (1) Standard Labor Data Collection and Distribution  
Application (SLDCADA) Bi-Weekly Time and Attendance  
Sheet  
(2) Overtime/Compensatory Time Request and Authorization  
(NAVCOMPT Form 2282)  
(3) NAVSUPPACT Norfolk Work Schedule and Shift Assignment  
Codes  
(4) Payroll Support Office Handout

1. Purpose. To issue policy and guidance on timekeeping procedures and responsibilities for civilian timekeeping and labor reporting per references (a) through (d) and applicable bargaining unit agreements.

2. Cancellation. LANTFLTHEDSUPPACTINST 12610.1A.

3. General

a. Responsibility for Timekeeping. Per references (a) and (b), proper administration of timekeeping functions is delegated to the employing activity. The day-to-day administration of this process is performed by designated personnel within the command. Internal timekeeping procedures must include effective controls to ensure accuracy of data recorded on timecards.

b. Attendance Timekeeping. It is essential that attendance time of employees is accurately recorded, properly certified, and expeditiously processed to ensure only legal expenditures are made. The supervisor certifies appropriate leave and overtime/compensatory time authorizations through the SLDCADA system. Each department head will designate a timekeeper to

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maintain copies of SLDCADA Bi-weekly Time and Attendance Sheets (enclosure (1)), Application for Leave Forms (SF-71) and copies of overtime/compensatory time requests (enclosure (2)). Documentation should be maintained for a period of six years or until an audit has been performed by the General Accounting Office, whichever occurs first.

c. Reconciliation. Reference (a) requires labor hours and costs distributed by job orders to be reconciled with payroll hours and payments. Reconciliation procedures must provide for necessary verification to ensure accuracy of cost accounting procedures. Reconciliation will be accomplished by the Regional Comptroller Officer (RCO).

d. Separation of Duties. Departments will provide for an appropriate separation of duties in carrying out the various functions pertaining to pay, leave and allowances. In order to minimize opportunities for creating unauthorized, fraudulent or otherwise irregular acts, the separation of duties should assure that no one person performs all phases of a transaction from beginning to end without the intervention of another person who affords a crosscheck.

4. Transactions to be recorded. Supervisors are accountable for and timekeepers must be aware of the work time and absence of employees for whom they are responsible. An accurate record of the times an employee works and is absent must be recorded daily using enclosure (1). Proper administration of timekeeping also includes the following:

a. Overtime and Compensatory Time

(1) Requests for overtime and compensatory time will be approved by department heads in advance, in writing, using enclosure (2). Before initiating a request, every effort (e.g., changing work hours, revising watch schedules, reprioritizing taskings) should be pursued to limit the use of overtime and compensatory time. Overtime should be limited to cases of necessity, such as fleet readiness, emergencies, safeguarding life and property, and individual incidences where savings can be clearly demonstrated. Backlog is not justification for requesting/approving overtime. Requests should include the pay number, name, date, number of hours to be worked by each employee, and a justification as to why the work cannot be performed during normal working hours. If the request is for more than one day, the number of hours to be worked by each employee on each date must be shown.

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(2) Employees required to perform overtime work will be appropriately notified in accordance with negotiated agreements between Naval Support Activity, Norfolk and recognized employee representational organizations. Verbal notification to work overtime is permissible when time will not permit written notification. Failure of an employee to report for work after formal notification will constitute unexcused or unauthorized absence. If an employee is called back to work and works for less than two hours, unscheduled overtime work the employee performs will be considered to be at least two hours in duration for overtime purposes.

(3) Per reference (b), employee's entitlement to overtime pay is determined in accordance with Chapter 55 of Title 5 USC and/or Fair Labor Standards Act (FLSA). HRO Norfolk personnel classify employees as either exempt or nonexempt from FLSA depending on the position and type of work performed. Supervisors should contact HRO Norfolk or the Management Support Department if they have questions regarding the status of their personnel. Supervisors should consider the following when requesting overtime and/or compensatory time:

(a) Employees exempt from FLSA whose rate of pay is in excess of GS-10 Step 10 will earn compensatory time vice overtime. Employees exempt from FLSA whose basic rate of pay is equal to or less than GS-10 Step 10 may choose between overtime pay or compensatory time. Nonexempt employees, regardless of grade, choose between overtime and compensatory time. Any compensatory time not used within 26 pay periods, will be paid at the overtime rate at which it was earned. The amount of compensatory time an employee may accumulate is 80 hours.

(b) Morale, Welfare and Recreation employees exempt from FLSA whose rate of pay is in excess of GS-10, step 10 may be paid overtime vice compensatory time if they work outside their normal duties and normal hours. Examples of such employees would include those who work Special Events or Maintenance employees who must work "off-hours" so as not to impact on customer service.

b. Court Leave. Court leave will be granted to an eligible employee when required to serve as a juror or as a witness on behalf of any party in connection with judicial proceedings to which the United States, the District of Columbia, or a state or local government is a party. Application for Leave Form (SF-71) is used to apply for court leave. Employees are required to provide a copy of the statement received indicating the period

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of jury duty in addition to a note from the court if they actually are called to perform jury duty. This supporting documentation will be submitted with the SF-71. When appearing as a witness, a copy of the subpoena must be submitted. Documentation submitted will be retained with the SF-71 as part of official leave records. In addition, a copy of this paperwork will be forwarded to payroll. Should the court recess or adjourn prior to the end of a regularly scheduled workday, an employee on court leave should return to work if a reasonable amount of time remains to do so.

c. Military Leave. Military leave should be credited to a full-time employee on the basis of an 8-hour workday. The minimum charge to leave is 1 hour. An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay. Employees who request military leave for inactive duty training (which generally is 2, 4, or 6 hours in length) will now be charged only the amount of military leave necessary to cover the period of training and necessary travel. Employees generally receive 15 calendar days per fiscal year for active duty, active duty for training and inactive duty training. A full-time employee working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. An employee can carry over a maximum of 15 days into the next fiscal year. Upon return to duty from military leave, the employee is required to submit a certified copy of his/her orders indicating completion of training duty. This documentation should be retained a part of official leave records. In addition, a copy will be forwarded to payroll.

5. Changing Work Schedules/Shift Hours. Supervisors should use enclosure (3) for initiating work schedule changes.

6. Action. Per reference (c) the responsibilities are:

a. Employee

(1) Submit leave and overtime requests in advance to Supervisor for approval.

(2) Coordinate with Certifier/Timekeeper any changes to work schedule, shift, or predetermined Job Order Number (JON).

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b. Timekeeper

(1) Record work schedule, shift, and predetermined JON changes in SLDCADA for assigned employees.

(2) Record time and attendance data in SLDCADA for assigned employees.

(3) Review time and attendance for assigned employees to ensure data has been recorded accurately and completely prior to certification.

(4) Notify Certifier when all time has been entered and is available for certification.

(5) Enter prior pay period adjustments for time and attendance previously sent.

(6) Notify Certifier of any prior pay period adjustments in order to get data certified.

(7) Run SLDCADA reports to verify all data is entered accurate.

c. Certifier

(1) Review time for assigned employees.

(2) Certify time for assigned employees as accurate and complete.

(3) Adjust incorrect time for assigned employees to correct or refer back to employee/timekeeper in order to have data corrected.

(4) Enter/Certify prior pay for assigned employees as accurate and complete.

(5) Maintain Primary/Alternative Timekeepers and Alternate Supervisors for own supervisor assignments.

d. Designated Personnel. Employee functions may be performed by one or more persons designated by each department head/special assistant. Ensure separation of functions as appropriate.

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e. SLDCADA Time and Attendance Sheet Preparation.  
Attendance will be recorded by the timekeeper on enclosure (1). Information recorded will include the date and the actual time of arrival and departure. Timekeepers will maintain copies of SF-71s and overtime requests. Instruction and samples of SLDCADA are provided as enclosure (3). Enclosure (4) contains additional instructions.

f. SLDCADA Time and Attendance Sheet Correction Submission.  
Prior pay period corrections must be submitted by the second Thursday of the current pay period to show on the next Leave and Earning Statement (LES). Corrections for current pay period must be submitted no later than the first Tuesday (by 1200) of the new pay period to show on the next LES. SLDCADA Time and Attendance Sheet corrections should be made as soon as errors are identified.

g. SLDCADA Access Authorization. Regional Comptroller Officer will maintain the signed SLDCADA Access Authorization Forms and periodically verify.

  
G. M. KOUCHERAVY

Distribution: (NAVSUPPACTNORVAINST 5216.1P)  
List II and IV  
NAVBRIG Norfolk (Code 10)

Stocked by:  
NAVSUPPACT Norfolk (N1)  
7918 Blandy Road, Suite 100  
Norfolk, VA 23551-2419





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**NAVSUPPACT NORFOLK WORK SCHEDULE AND SHIFT ASSIGNMENT CODES**

Please complete CLOCKS only if you cannot find the specified in and out times on the current Shift Assignment Codes Report in SLDCADA.

**CLOCKS**

**(Shift Assignment)**

CLOCK	TIME	NEW	CLOCK	TIME	NEW	CLOCK	TIME	NEW
IN		CODE	IN		CODE	IN		CODE
OUT			OUT			OUT		

**WORK SCHEDULES**

AWS Codes  
 0= Not on AWS  
 1= Flexitour  
 2= Gliding Schedules  
 3= Variable Day  
 4= Variable Week  
 5= Maxiflex  
 6= Compressed Work  
 7= First Forty  
 8= Compressed Work  
 D= Variable Work  
 E= Maxiflex Work

NEW CODE	AWS CODE	WEEK NUMBER	DAYS OF THE WEEK						TOTAL HOURS
			SUN	MON	TUE	WED	THU	FRI	
		1							0
		2							0

NEW CODE	AWS CODE	WEEK NUMBER	DAYS OF THE WEEK						TOTAL HOURS
			SUN	MON	TUE	WED	THU	FRI	
		1							0
		2							0

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			SUN	MON	TUE	WED	THU	FRI	
		1							0
		2							0

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			SUN	MON	TUE	WED	THU	FRI	
		1							0
		2							0

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			SUN	MON	TUE	WED	THU	FRI	
		1							0
		2							0

**30 APR 2003****PAYROLL SUPPORT OFFICE HANDOUT**

1. New Hires. A new hire documentation package is required as soon as possible after the employee reports to the assigned supervisor. The package includes:
  - a. New hire information form
  - b. Direct deposit form
  - c. Federal/State W-4's
  - d. Last LES received from prior activity
  - e. Work Schedule form
  - f. Any other documentation concerning the employee's pay/leave if review is needed.
  
2. Termination. Submit a work schedule annotated with the effective date of termination/transfer with a "P" in the T & A status block.
  
3. Corrected T & A Sheets. Corrected time sheets can be faxed (or scanned and emailed) to the Payroll Support Office (PSO). The originals do not need to be submitted to the PSO. Leave slips are not required either. The corrections should be re-certified to include signature and date (if the certifier is someone other than the original certifier, the social security number of the new certifier is required also). The corrections should be annotated "CORRECTION" in large block letters. Draw one line through the erroneous entry. If the corrected entry type hour code is not already on the time sheet, the job order number of the corrected/new entry must be provided. The re-totaling of hours across and down is optional.
  
4. Leave Certifications. Documentation for court and military leave should be provided to the supervisor as soon as possible after the employee returns from the event. The documentation must include the dates served and must be certified by the appropriate authority. Failure to provide this certification can result in the conversion of the leave to annual, LWOP or AWOL.
  
5. Manual Certifications. All employees not certified electronically by the payroll deadline must have a manual certification submitted to the PSO promptly after the pay period ends.

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6. Work Schedules. Work Schedules are only required for new hires and terminations/transfers. The timekeeper/certifier can make all schedule/shift changes in SLDCADA. If the new shift/schedule is not in the tables, the PSO can build the new requirement. Changes do not need to be forwarded to the PSO. Do not make changes prior to the pay period ending. When SLDCADA comes back on-line after the time has been submitted to payroll, the changes can be made. Otherwise, the time and attendance for the current pay period will fall out and possibly cause a non-pay situation.

7. Miscellaneous. Since all documentation can be faxed/emailed to the PSO, originals are not required after the fact. Maintain all originals in the activity. All documentation should have the social security number annotated.