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Civilian Personnel

Civilian Employee Timekeeping in the Army in Europe

*This regulation supersedes AE Regulation 690-110, 4 March 2009.

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Document Management

Summary. This regulation prescribes policy and procedures for civilian timekeeping in the Army in Europe.

Summary of Change. This revision changes responsibility for management reports from timekeepers to the Defense Civilian Pay System Support Office (para 4e(7)).

Applicability. This regulation applies to supervisors, timekeepers, alternate timekeepers, and civilian employees of organizations serviced by the Defense Civilian Pay System Support Office, Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-C) approval.

Forms. This regulation prescribes AE Form 690-110A. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-C, DSN 375-9772). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-C), Unit 29331, APO AE 09266-9331.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation prescribes policy and procedures that apply to all supervisors, timekeepers, and DA civilian employees of organizations serviced by the Defense Civilian Pay System (DCPS) Support Office, Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A. The procedures in this regulation must be used to prepare, maintain, certify, and submit time-and-attendance (TA) records. Supervisors and managers of DA civilian employees will review this regulation to ensure they comply with it.

2. REFERENCES

a. Publications.

(1) Section 550.1403, Title 5, Code of Federal Regulations (5 CFR 550.1403), Pay Administration (General).

(2) Title 5, United States Code, Government Organization and Employees.

(3) DOD 7000.14-R, Volume 8, Civilian Pay Policy and Procedures.

(4) Defense Civilian Pay System Manuals. (These manuals are available at <https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsmanuals.htm>.)

b. Forms.

(1) OPM Form 71, Request for Leave or Approved Absence.

(2) OPM Form 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program.

(3) OPM Form 630A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency).

(4) OPM Form 630B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency).

(5) DD Form 2875, System Authorization Access Request (SAAR).

(6) DD Form 2929, Defense Civilian Pay System (DCPS) Non-Payroll Office Access Form (<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/forms.htm>).

(7) DA Form 2028, Recommended Changes to Publications and Blank Forms.

(8) AE Form 690-110A, Request, Authorization, and Report of Overtime.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. Managers will ensure—

(1) A complete list of timekeepers and supervisors is provided to the Chief, DCPS Support Office, each year.

(2) Employee workhours are established and changes are documented.

(3) Timekeepers and alternates receive required TA training each fiscal year and supervisors receive time and leave administrative training if they sign timesheets.

(4) TA records are certified.

(5) Requests, authorizations, and reports of holiday hours, compensatory time, and overtime work are submitted on AE Form 690-110A by the authorizing official before the overtime is worked.

(6) Timekeepers and TA certifiers correct errors before electronic certification.

(7) TA documents (including timesheets and supporting documentation) are maintained for 6 years for audit purposes.

b. Certifying officials and supervisors will—

(1) Certify work schedule changes (WSCs).

(2) Certify TA records and provide them to the timekeeper.

(3) Ensure employees have enough leave accrued to cover the requested leave or that approved advance leave has been submitted to the DCPS Support Office for processing.

(4) Approve or disapprove all employee leave requests.

(5) Notify timekeepers of actions to be recorded in cases of excused or unauthorized absences.

(6) Ensure employees do not work on holidays, accrue compensatory time, or work overtime before receiving approval.

(7) Have employees who have earned compensatory leave for travel provide the supporting documentation within 5 workdays after the travel is completed.

(8) Assist employees with payroll and labor issues associated with leave and erroneous pay.

c. Timekeepers will—

(1) Review and consolidate TA records. Employees will be listed on TA records in order of social security number (SSN). All forms must be complete and accurate.

(2) Enter timecard data promptly to ensure employees are paid for the current pay period. Timecard data entries are to be completed by the close of business on the Monday following the end of the pay period. Timekeepers are required to enter timecard data on the Friday before the end of the pay period. If Friday or Monday is a Federal holiday, the cut off dates will continue to apply unless the timekeeper is notified by e-mail of changes in the processing schedule. Timecards not entered by close of business Monday are considered delinquent.

(3) Ensure employees submit supporting documentation (for example, authorizations for compensatory time, compensatory time for travel taken, medical certification for periods exceeding 3 consecutive days, military leave orders, overtime, sick-leave (SL) slips). Copies of military leave orders and approved advance leave requests must be sent to the DCPS Support Office.

(4) Maintain a file of approved leave, compensatory time, and overtime requests. These forms must be maintained for 6 years. Approved compensatory time, compensatory time for travel earned and taken, continuation of pay (COP), holiday hours, military leave, overtime requests, and SL forms for more than 3 days must be attached to the applicable timesheet.

(5) Run biweekly invalid-transactions, missing-time, and conversion-of-hour reports during the timecard-input cycle to ensure no employee is missed and timecards are processed correctly.

(6) Provide training and assistance for personnel throughout the organizations serviced.

(7) Prepare, establish, delete, or change the status of employees in the DCPS.

(8) Ensure the completed TA records are accurate and supporting documentation is attached. All discrepancies will be brought to the attention of the certifying official, supervisor, or higher ranking official in the organization.

d. Civilian employees will—

(1) Ensure the timekeeper is informed of reporting and departing times. Provide an accurate timesheet and supporting documents to the timekeeper in a timely manner.

(2) Keep records of workhours and account for all leave and absences using the codes and procedures in this regulation.

(3) Provide supervisors with appropriate documentation (for example, itinerary, local travel voucher, temporary duty orders) for compensatory time for travel earned. This documentation must be provided within 5 workdays after returning to the official duty station.

(4) Submit leave requests (OPM Form 71) to their supervisor for approval.

(5) Review and ensure the TA record is correct before it is submitted for processing.

(6) Review their leave and earnings statements (LEs) and report discrepancies to the supervisor or timekeeper.

e. DCPS Support Office personnel will—

(1) Act as the central control and POC for matters pertaining to civilian payroll and leave accounting.

(2) Enter TA records into DCPS.

(3) Maintain a current file of signature authorizations.

(4) Provide regulatory and TA training for supervisors and timekeepers.

(5) Perform leave, pay, and TA audits.

(6) Research pay and leave issues when requested by supervisors and employees.

(7) Send management reports (including compensatory time, leave, overtime, and usage reports) to the responsible management officials according to instructions received from the supervisor.

(8) Review all requests for user access to DCPS (DD Form 2875 and DD Form 2929) and coordinate issuance of user identification with the Defense Finance and Accounting Service (DFAS).

5. TIME-AND-ATTENDANCE POLICY AND PROCEDURES

a. Attendance timekeeping is the first step in the process of paying civilian employees. Commanders will ensure timekeepers and supervisors are trained on TA reporting responsibilities and procedures.

b. Timekeepers—

(1) May be U.S. or local national civilian employees or military personnel.

(2) Must be competent, responsible, and trustworthy.

(3) Should be located with the employees whose records they manage.

c. TA records must be—

(1) Accurate.

(2) Certified.

(3) Verified.

(4) Expeditiously processed to ensure employees are promptly and correctly paid, expenditures are legal, and labor costs are accurately recorded in official financial reports.

d. The supervisor is the contact for leave issues and employee payroll. Timekeepers and customer service representatives (CSRs) will help employees, supervisors, and managers research leave and payroll discrepancies. After research has been conducted at the CSR level, unresolved issues may be forwarded to the Chief, DCPS Support Office, with documentation of action taken and supporting documentation. The DFAS payroll office should not be contacted directly.

6. MANAGEMENT AND ORGANIZATION TIME-AND-ATTENDANCE GUIDANCE

a. Management is responsible for appropriately compensating employees for work (directed or not). Employees should not be permitted to work outside their established workhours without the approval and direction of their supervisor. Lunch breaks will not be considered as time worked.

b. Organizations should separate the duties of various functions pertaining to allowances (such as leave and pay) to minimize opportunities for carrying out unauthorized, fraudulent, or other irregular acts. The separation of duties ensures that no one person performs all transactions without the intervention of another person to conduct a crosscheck. The following functions should be performed by different individuals if possible:

(1) Certifying TA. The person who certifies TA is the person responsible for—

(a) Recommending advance leave.

(b) Approving leave such as administrative, advance, annual, compensatory, credit, Family Medical Leave Act (FMLA), leave without pay (LWOP), SL, and SL to care for a Family member.

(2) Recording TA. This person would be responsible for—

(a) Reporting attendance.

(b) Verifying absences.

c. Normally supervisors who have direct knowledge of employee attendance are the ones who certify TA. Supervisors will sign and send the timesheets and copies of supporting documents (for example, compensatory time requests, holiday hours worked, OPM Form 71, overtime) to the designated timekeeper.

d. The timekeeper will verify that all annotations on the timesheet are supported by appropriate documentation.

e. Each certifying official signing the TA record will certify that attendance and absences are correct, premium hours are reported and documented properly, and supporting documents are included for the pay period.

f. The following signature-validation procedures will provide a means to determine the authenticity of TA reports:

(1) Managers and supervisors who are authorized to certify TA records must be designated in writing on command letterhead by the activity commander or director. This list must be sent to the Chief, DCPS Support Office. The list must indicate the name, SSN, and grade of the certifying official; as well as a contact telephone number, e-mail address, and sample signature. A revised list must be sent to the Chief, DCPS Support Office, to delete names of supervisors who are no longer authorized to certify TA and to add new supervisors. Alternate certifying officials should be appointed so that TA reporting is not delayed.

(2) An annual verification (updated list) must be sent to the Chief, DCPS Support Office, at the beginning of each calendar year regardless of whether or not changes have occurred.

g. Precertification of compensatory time or overtime is not authorized. Compensatory time and overtime may be posted to the TA record only after the time has been worked. When submission of the TA record is required before the end of the pay period, compensatory time and overtime worked after certification of the record must be resubmitted on a corrected record and certified by the same official who certified the original TA record.

h. Overtime must be limited to cases of real necessity or where substantial savings can be clearly demonstrated on an individual basis. AE Form 690-110A must be used to request and approve holiday hours, compensatory time, and overtime work. The requesting official will sign the request and submit it to the appropriate authorizing official.

(1) The method of payment will be determined by the employee if the employee is paid at the rate of a GS-10, step 10, or below. If the employee is paid at a higher rate than a GS-10, step 10, management will decide which method of compensation is appropriate.

(2) The rule in (1) above does not apply to National Security Personnel System (NSPS) employees. (There are certain NSPS employees at the pay-band 3 level who receive their base rate when compensated for overtime.)

(3) Compensatory time, work during holiday hours, and overtime will not be performed before receiving written approval. Only under emergency or extenuating circumstances should there be any after-the-fact approvals. All verbally approved requests for compensatory time, holiday-hours, and overtime work must be confirmed in writing on AE Form 690-110A the next workday. The *Remarks* block of the request must refer to the verbal approval that was granted and state who approved it and the date of approval. All requests must provide a description of the work to be performed and state why the work could not be accomplished during normal workhours. This information will be added to the *Nature of Duties and Justification for Overtime* block. Justification must be provided in the *Remarks* block of OPM Form 71 if annual leave (AL) or compensatory time was taken during the same workweek as overtime or compensatory time worked. The approved forms must also be attached to the timesheet and be maintained in the supervisor's TA file.

i. Requests for AL will be granted if the request is submitted in advance and the absence will not hinder mission accomplishment. SL and other leave will be granted when circumstances permit. Authority to approve leave is delegated to the immediate supervisor. Employees will request leave as far in advance as possible by completing OPM Form 71. The unit must indicate the command department, division, and section to which each employee is assigned. The following guidance pertains to leave and absences:

(1) Excused Absence. An excused absence is an administratively authorized absence from duty without loss of pay and without charge of leave. Agency heads or their designees have authority to grant excused absence in limited circumstances for the benefit of the agency's mission or for a Government-sanctioned purpose. Employees should check with management regarding organizational policy for excused absences.

(2) Unscheduled Leave. Employees will notify their supervisor or the next individual in their line of supervision when absent because of an emergency or sickness. In these cases, employees will submit an OPM Form 71 at least 1 hour before the next workshift or as soon as possible. Exceptions will be made on a case-by-case basis.

(3) Sick Leave. Requests for SL for dental, medical, or optical examination or treatment must be submitted for approval before the appointment. Employees are required to provide medical documentation to substantiate requests for SL when the leave exceeds 3 workdays of continuous absence. All approved requests for advance SL must be sent to the employee's CSR who will enter the leave into the payroll system.

j. Under the FMLA, most Federal employees are entitled to a total of 12 workweeks of unpaid leave during a 12-month period for any of the following purposes:

(1) The birth of a child of the employee and time needed to care for the child.

(2) The placement of a son or daughter with the employee for adoption or foster care.

(3) The employee needs to care for his or her spouse, son, daughter, or parent who has a serious health condition. "Parent" does not include parents-in-law.

(4) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

NOTE: Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute AL, SL, or both, provided the AL or SL is taken according to the guidelines of OPM regulations for using AL and SL for any unpaid leave taken in conjunction with the FMLA.

k. Most Federal employees may use up to 12 administrative workweeks of SL each year to care for a Family member (glossary) with a serious health condition (glossary). If an employee has previously used any portion of the 13 days of SL for general Family care or bereavement in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of SL to care for a Family member with a serious health condition, the employee cannot use an additional 13 days in the same year for general Family care. An employee is entitled to a total of 12 weeks of SL each year for all Family-care purposes.

1. Most Federal employees may use up to 104 hours (13 workdays) of SL each leave year for any of the following:

(1) Provide care for a Family member who is incapacitated as result of physical or mental illness, injury, pregnancy, or childbirth.

(2) Provide care for a Family member when the care is necessitated by a medical, dental, or optical examination or treatment.

(3) Make arrangements necessitated by the death of a Family member or attend the funeral of a Family member.

NOTES: 1. The guidance in subparagraph l above applies to full-time employees. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of SL permitted for Family care and bereavement is prorated in proportion to the average number of hours of work in the employee's scheduled tour of duty each week.

2. At the discretion of the agency, an employee may be advanced up to 104 hours of SL each leave year (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) for Family care or bereavement purposes.

m. The Voluntary Leave Transfer Program permits Federal employees to donate accrued AL for other Federal employees to use during medical emergencies. A medical emergency refers to a medical condition of an employee or a Family member that is likely to require an employee's absence from duty for at least 24 hours and result in a substantial loss of income to the employee because of the lack of paid leave. This program does not allow time off to cover care for a newborn or adopted child unless extenuating medical circumstances exist; nor does this program cover time off for elective surgery.

(1) An employee who has been affected by a medical emergency and who desires to become a recipient of donated leave may submit a leave recipient application (OPM Form 630). Requests should include medical documentation and a copy of the employee's most recent LES.

(2) An employee who desires to become a leave donor may submit a transfer of leave request (OPM Form 630A) for within-the-agency and OPM Form 630B for outside-the-agency donations. Employees may not donate leave to their immediate supervisors.

n. LWOP is an approved leave status. LWOP may be requested by the employee. LWOP may not be used for disciplinary purposes. Employees may request LWOP on OPM Form 71. Justification for the leave must be included in the remarks block of the application.

o. Leave of absences may be granted for military training or Reserve duty. The employee will provide the timekeeper a copy of the orders before departing on leave and a copy of orders showing the inclusive dates of duty after returning from leave. A copy of the orders must be attached to the TA record and be maintained by the timekeeper.

p. Employees may request advance leave on OPM Form 71. Requests for advance leave must include the following:

(1) Date the advance leave will begin.

(2) Number of hours requested.

(3) Reason for the request. A completed OPM Form 71 and a memorandum of explanation (with an attached medical certificate for advance SL, if applicable) must be sent with the request. Supervisors should require employees to use available leave before approving advance leave. A memorandum of authorization will be sent to the employee if advance leave is approved. The approved OPM Form 71 and memorandum of authorization must be submitted to the DCPS Support Office for processing.

q. An employee who sustains a disabling job-related traumatic injury is entitled to the continuation of regular pay for up to 45 calendar days when totally incapacitated. An OPM Form 71 is required when an employee makes claims for COP or workmen's compensation. In these cases, the employee should check *Other* in block 4 and write "COP" or "Workman's Compensation" in block 6. An employee's absence because of a job-related traumatic injury must be reported on the TA record as COP after the absence has been substantiated by medical documentation and compensation forms. The day of injury will be shown as a full workday. The period to be charged to COP begins the first day or shift of disability or medical treatment following the date of injury if the absence began within 45 days after the injury.

7. WORK-SCHEDULE CHANGE

a. General. The DCPS uses basic work schedules as a means of reporting TA. Supervisors will inform timekeepers of schedules for new employees and when existing employee schedules change. The information in the work schedule is used to print accurate data on the TA record. Timekeepers will establish the work schedules with the effective dates for employees being entered in the system for the first time. Schedules must be completed before entering timecard data in the system. Timekeepers will delete the schedules of departing employees. Timekeepers will change schedules before the pay period when necessary. Employees cannot be paid until this action is taken. Timekeepers should not wait for the pay period to end before submitting the WSC with the TA record.

b. DCPS Instructions.

(1) Identifying Information. The employee's name, SSN, unit identification code (UIC), distribution, title, pay band or grade and step, and exempt or nonexempt status must be entered into the system for identification. The timekeeper can provide this information for new employees.

(2) Effective Date. This is the date the tour of duty begins for new employees. Schedule changes must be made at the beginning of a pay period.

(3) Alternate Work Schedule. This identifies the work schedule to which an employee is assigned. If an alternate work schedule (AWS) is approved, the AWS is required the first time a tour of duty is established and then only if the schedule changes.

(4) Pay Period Tour of Duty. The pay period tour-of-duty blocks show the actual biweekly tour-of-duty an employee is scheduled to work. The number of hours scheduled per day is shown in the first block under the appropriate day of the week, and the assigned shift is provided in the second block.

(5) TA Status Codes. The TA status informs the payroll office of changes in an employee's status. The most common valid codes are listed in table 1. The DCPS TA Manual (para 2a(4)) has a complete list of TA status codes.

Table 1	
Time-and-Attendance Status Codes	
Code	Definition
A	Active (used to establish or change a schedule)
P	Pending Separation (used to delete an employee from rolls)
X	Deceased

NOTE: The effective date of the status change to "P" is the last day of work; for "X," use the date of death.

c. Type Codes. DCPS type codes are required to report an employee's status and to correct a pay entitlement. Common type code are listed in table 2. The DCPS TA Manual (para 2a(4)) has a complete list of TA type codes.

d. Time Intervals for Leave. Leave will be calculated in 15-minute intervals for civilians in the Army in Europe.

Table 2 Defense Civilian Pay System Type Codes	
Code	Definition
CA	Compensatory Time Taken for Religious Purposes
CB	Travel for Compensatory Time Earned
CD	Credit Hours Earned
CC	Compensatory Time Callback
CE	Compensatory Time Earned
CF	Travel for Compensatory Time Taken
CN	Credit Hours Taken
CR	Compensatory Time Earned for Religious Purposes
CT	Compensatory Time Taken
HA	Holiday Saturday (Title 38)
HG	Holiday Work
HU	Holiday Sunday (Title 38)
KA	LWOP
KB	Suspension
KC	Unauthorized Absence
LA	Annual Leave
LB	Advanced Annual Leave
LC	Court Leave
LD	Donated Sick Leave
LG	Advanced Sick Leave
LH	Holiday Leave
LM	Military Leave
LN	Administrative Leave
LS	Sick Leave
LT	Traumatic Injury (COP)
LU	Traumatic Injury (Day of Injury)
LX	Traumatic Injury (Death)
LY	Time-Off Award
OC	Overtime-Callback
OD	Sunday Overtime (Title 38)
OH	Holiday Overtime (Title 38)
OS	Overtime-Scheduled
OU	Overtime-Unscheduled
OW	Saturday Overtime (Title 38)
RG	Regular Work
SG	Sunday Work (when part of regular schedule)
SW	Saturday Pay (Title 38)
NOTE: Title 38 pay includes additional premium pay and entitlements for medical personnel.	

8. TIME-AND-ATTENDANCE RECORDS

TA information is provided on the TA record based on an employee's work schedule. When the data on the TA record differs from the time worked, the timekeeper must enter the exception data on the line next to the appropriate week and day.

9. CORRECTED TIME-AND-ATTENDANCE RECORDS

Submit a corrected TA record to correct false entries or for reporting supplemental TA information (for example, overtime that was worked after TA records were submitted). The corrected TA record must be kept with original documents and include the following:

- a. The employee's name, SSN, UIC, and distribution.
- b. The pay-period-ending date of the correction.
- c. The correction.
- d. The annotation "CORRECTED TA RECORD".
- e. The TA record must be certified by the same official who signed the original TA record.

10. COMPENSATORY TIME AND OVERTIME

a. Hours of work officially ordered or approved for an exempt employee that exceed the employee's basic workweek is overtime work. Compensatory time, holiday hours, and overtime work may be requested and approved only on AE Form 690-110A. Overtime should not be authorized during the same week (Sunday through Saturday) that an employee has taken AL or compensatory time off unless it is required for mission accomplishment, which must be stated on the overtime request.

b. Compensatory time worked must be approved in advance. Employees whose basic rate of compensation exceeds the maximum applicable rate for grade GS-10 may be required to take compensatory time off instead of receiving overtime pay.

c. There is no limit on the number of hours of compensatory time an employee may accumulate. Compensatory time off must be granted to an employee in a reasonable time after the compensatory time has been earned. The limit for the use of compensatory time off is the end of the 26th pay period after compensatory time was earned. The unused compensatory time will then be paid at the overtime rate at which it was earned.

d. Compensatory time will be paid off when the employee separates or transfers to another DOD agency but not when the employee moves within Army activities.

e. An employee whose religious beliefs prohibit working during certain times may choose to work compensatory time for the time lost to meet those religious requirements. An employee who works compensatory time for religious reasons will be granted equal compensatory time off from the scheduled tour of duty. Religious compensatory time may be earned either before or after the religious compensatory time is taken.

f. Compensatory time off will be granted before AL is approved except when AL will be forfeited.

g. To request compensatory time, holiday hours, or overtime, employees will complete AE Form 690-110A as follows:

(1) Pay Period. Enter the pay-period end date (after *To:*) in which compensatory time, holiday hours, or overtime is being requested.

(2) Date Prepared. Enter the calendar date the request is prepared.

(3) From. Enter the requester's division, branch, unit, section, office unit, or separate activity designation.

(4) Through. Enter the name of the requesting official and the name of the requesting official's office.

(5) To. Enter the name of the authorizing official.

(6) Employee Data, Compensatory Time, and Overtime Information. Enter the employee's SSN, name, pay band or grade and step, date of work, hours of duty, number of hours requested, method of compensation, and total hours requested.

(7) Nature of Duties and Justification for Overtime. Briefly describe the work and the reason why it must be performed as compensatory time or overtime. This block will indicate why the work cannot be accomplished during normal workhours. The most common error in this block is stating, "the work is required as overtime" instead of stating why it cannot be done during the normal workday. It may be helpful to consider the following questions when completing this block:

(a) What is causing the overtime requirement?

(b) Why is overtime work required?

(c) What is the effect if overtime is not worked? If there is no negative effect, overtime is not required.

(8) Requesting Official. Enter the name, title, and signature of the requester and the date of the request.

(9) Remarks. Explain why the work was not approved in advance if the work was performed without approval. Explain why the work had to be accomplished before receiving approval. Indicate who verbally approved the overtime and the date of approval in emergency situations when there was no time for written authorization. Specify if the employee will be exceeding the biweekly pay limitation and if a waiver has been or will be requested.

(10) Authorizing Official. Enter the name, title, and signature of the authorizing official and the date the request is being signed as approved or disapproved.

h. Compensatory time- and overtime-request authorizations will be returned to the requesting office and sent to timekeepers for verification of approval. The approved forms will be attached to the TA report and kept in the supervisor's TA files. This record must be kept for 6 years.

i. Compensatory time for travel may be credited to employees who perform official travel for which they are not compensated. In these situations—

(1) The time must be spent traveling between the official duty station and a temporary duty station or between two temporary duty stations.

(2) The time must be designated as official authorized travel.

(3) The employee must not be compensated in any other way (for example, overtime, normal duty time).

j. An eligible employee who performs official travel may request compensatory time off for time spent in a travel status away from the duty station if the travel time is not otherwise compensable as defined in 5 CFR 550.1403.

k. Employees will request credit for compensatory time off for travel within 5 workdays after completing the travel and arrival at their duty station. In these cases, employees must submit a travel itinerary and any other supporting documentation for the time spent in a travel status. Other determinations about creditable time for employees in a travel status will be at the supervisor's discretion within the regulatory limits.

l. Compensatory time for travel must be used within 26 pay periods and does not convert to paid time. Any compensatory time for travel not used within 26 pay periods after being earned will be forfeited. OPM Form 71 must be submitted to the supervisor in advance to request the use of compensatory time for travel.

m. Restored use-or-lose AL is AL that was forfeited at the end of the leave year and later restored to an employee. This type of leave must be scheduled and approved in writing before the start of the third pay period before the end of the leave year. Employees will use this leave within 2 years after the end of the calendar year for which the leave is restored. Leave may be restored to the employee if leave was forfeited because of any of the following:

- (1) The agency denied leave because a mission-related emergency occurred.
- (2) The employee was deployed.
- (3) The employee became ill while on previously approved AL.
- (4) The agency made an administrative error that caused the employee to forfeit leave.

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AEPUBS	Army in Europe Publishing System
AL	annual leave
AWS	alternate work schedule
CFR	Code of Federal Regulations
COP	continuation of pay
CSR	customer service representative
DA	Department of the Army
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
FMLA	Family Medical Leave Act
HQ USAREUR/7A	Headquarter, United States Army Europe and Seventh Army
LES	leave and earnings statement
LWOP	leave without pay
NSPS	National Security Personnel System
OPM	Office of Personnel Management
POC	point of contact
SL	sick leave
SSN	social security number
TA	time and attendance
UIC	unit identification code
U.S.	United States
USAREUR	United States Army Europe
WSC	work schedule change

SECTION II TERMS

Family member

A spouse; parents of the spouse; children, including adopted children and spouses of those children; parents; brothers, sisters, and their spouses; or any individual related by blood or affinity whose close association with the employee equates to a Family relationship.

serious health condition

The same definition as that used in Office of Personnel Management regulations for administering the Family and Medical Leave Act (FLMA) of 1993. That definition includes such conditions as Alzheimer's, cancer, childbirth, heart attack, pregnancy, severe injury, or stroke. The term *serious health condition* is not intended to cover short-term conditions for which treatment and recovery are very brief. A common cold, the flu, an earache, an upset stomach, a headache (other than migraines), and routine dental or orthodontic problems are not serious health conditions unless complications arise. The agency may require medical certification of a serious health condition.