



United States Army Europe

Introduction

This presentation is intended to provide guidance on audit readiness requirements for the Civilian Payroll process for all employing activities serviced by HQ USAREUR, G1, Defense Civilian Pay Theater Support Division. The guidance relates to internal control activities that have been identified to mitigate risks within the process. Each control activity includes the following information:

- Description of the control activity, objective, owner, frequency, retention period, and applicable policy.
- Procedures on how to perform the control and the supporting documentation that is created/used during the completion of the control or as a result of the control.



United States Army Europe

Civilian Payroll Audit Readiness

Topics

- Audit Readiness Background
- Army's Approach to Audit Readiness
- Army wide controls
- USAREUR Time and Attendance Timeline
- Civilian Payroll Internal Controls
- Suggested Appointment Memorandum



Audit Readiness Background

Mandated by Law

Financial Management Legislation and Mandates:

Chief Financial Officers Act (CFO) of 1990

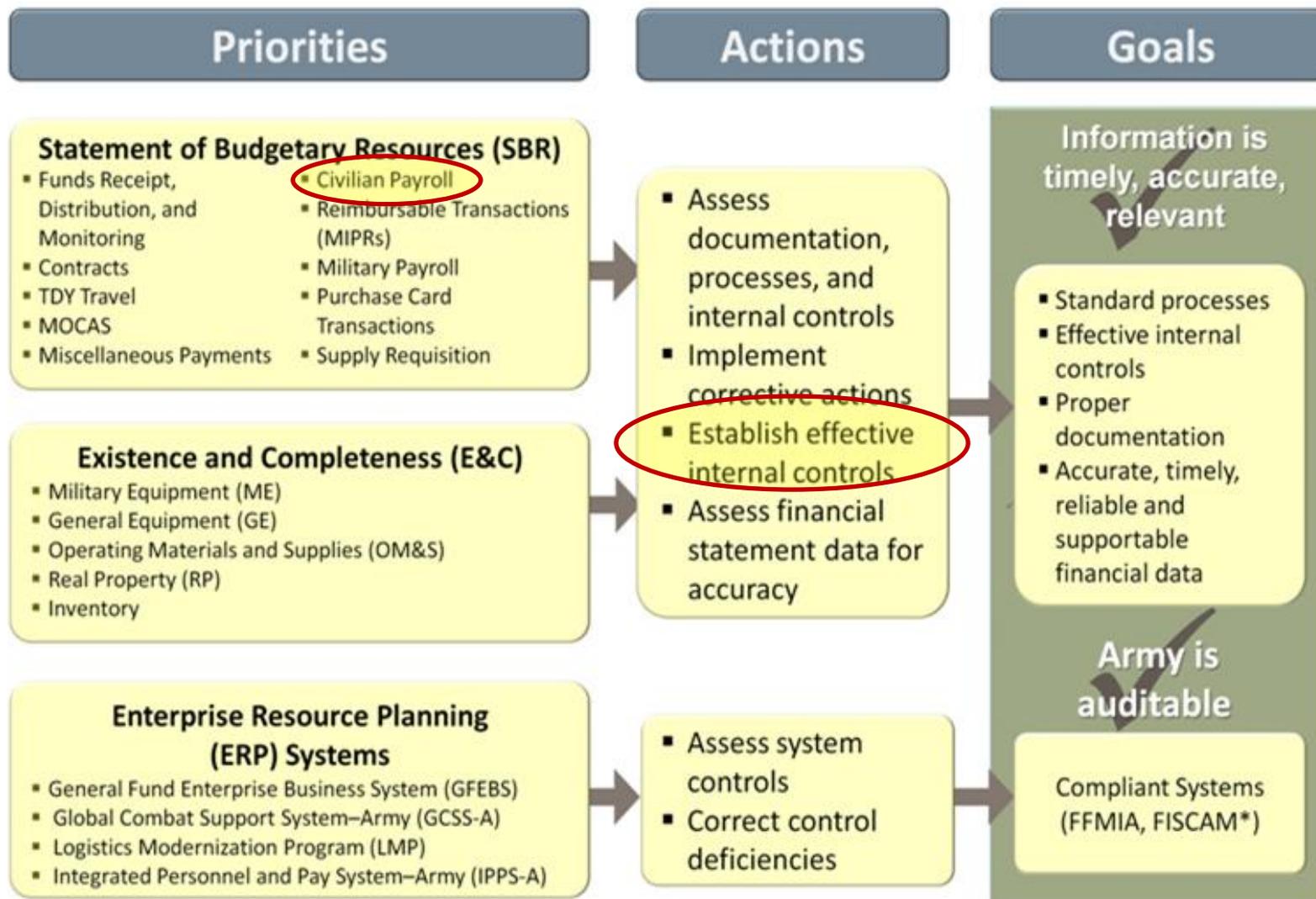
Federal Managers Financial Integrity Act (FMFIA) of 1996

National Defense Authorization Act (NDAA) FY 2010 & FY 2011

NDAA of 2010 mandated the Department of Defense to achieve financial statement audit readiness NLT Sept 2017

Secretary of Defense, Leon Panetta directed audit readiness NLT 2014

Army's Approach to Audit Readiness



The Federal Financial Management Improvement Act and Federal Information System Controls Audit Manual



General Controls vs. Process Specific Controls

- General control activities are primarily manual controls that impact a number of business processes and should be implemented across Army Commands or States/Territories to prevent or detect material misstatements from occurring.
- Process-specific internal control activities are related to specific transactions generated as a result of business process activities (e.g., Payroll, Contractual Services/Acquisition of Assets, and Reimbursables), and are primarily manual controls that should be implemented across Army Commands or States/Territories to prevent or detect material misstatements from occurring.
- These internal control activities should be implemented to detect any potential errors or mitigate identified risks.



Civilian Payroll Controls

- SBR 13.01 – Time and Attendance Certification
- SBR 13.02 – Payroll Exceptions Review
- SBR 13.05 – RPA approval
- SBR 13.06 – Master Employee Record



Civilian Pay areas of concern

Time Entry & Certification

- Time and Attendance entry
 - Paper Time Cards (SBR 13.01)
 - ATAAPS / DCPS (SBR 13.01)

Payroll Processing

- DCPS Reports (SBR 13.02)
 - Timekeeper
 - CSR



Civilian Payroll Internal Controls

➤ SBR 13.01 – Time and Attendance Certification

Bi-weekly, a designated individual reviews time sheets (manual or electronic formats) as submitted by staff to ensure that the information entered is valid and accurate.

This review and approval is evidenced by the designated individual's signature and date on the time sheet.

➤ SBR 13.02 – Payroll Exception Review

Bi-weekly, a designated individual reviews the Missing Time Report and the Invalid Transaction Report from DCPS and resolves any identified payroll exceptions. This review is evidenced by the designated individual's signature and date on the exception reports.



Reports dates and Pay Cycle

July 2014		Search Calendar					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Jun 29 BEGIN PAY PERIOD	30	Jul 1 ATAAPS leave update; ATAAPS clear invalid transaction discrepancy clear missing time Review Conversion of Hours	2 Payroll runs; DCPS	3 Leave Availability Report is sent out LES STATEMENT ONLINE	4 Review / concur with labor hrs; ATAA	5	
PAY WEEK							
6	7 Review / concur with labor hrs; ATAA	8 Review / concur with labor hrs; ATAA Review required reports; T&A sites	9 CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	10 CERTIFICATION DAY; ATAAPS DAC payday; ONLINE Review / concur with labor hrs; ATAA	11 CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	12 END OF PAY PERIOD; DCPS	
NON PAY WEEK							
13 BEGIN PAY PERIOD	14	15 ATAAPS leave update; ATAAPS clear invalid transaction discrepancy clear missing time Review Conversion of Hours	16 Payroll runs; DCPS	17 Leave Availability Report is sent out LES STATEMENT ONLINE	18 Review / concur with labor hrs; ATAA	19	
20	21 Review / concur with labor hrs; ATAA	22 Review / concur with labor hrs; ATAA Review required reports; T&A sites	23 CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	24 CERTIFICATION DAY; ATAAPS DAC payday; ONLINE Review / concur with labor hrs; ATAA	25 CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	26 END OF PAY PERIOD; DCPS	
27 BEGIN PAY PERIOD	28	29 ATAAPS leave update; ATAAPS clear invalid transaction discrepancy clear missing time Review Conversion of Hours	30 Payroll runs; DCPS	31 Leave Availability Report is sent out LES STATEMENT ONLINE	Aug 1 Review / concur with labor hrs; ATAA	2	



CivPay SBR 13.01 Manual Time and Attendance Certification

(area of concern)

Control Activity: A designated individual reviews time sheets (manual or electronic formats) as submitted by staff to ensure that the information entered is valid and accurate. This review and approval is evidenced by the designated individual's signature and date on the time sheet.

Control Objective: To ensure all employee time and attendance information is reviewed by a designated individual/supervisor.

Owner: Designated individual, Supervisor

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes

CivPay SBR 13.01 Evidential Matter

EMPLOYEE SSN required			Activity required	Organization	Tag # required	EMPLOYEE NAME (LAST, FIRST, MI) required						PAY PERIOD ENDING required						
HOURS OF WORK																		
////	AWS	WK 1	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	WK 2	1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	
TOUR				8	8	8	8	8			8	8	8	8	8			
optional			supervisor's established work schedule for the pay period															
GRADED ND																		
WK#	DAY#	TYPE HOUR	HOURS		JOB ORDER NUMBER							E/H OTH	LST HR	TMP SFT	NIGHT DIFF	INJURY NUM	START TIME	INIT
1	4	LA	8	0	sample of employee taking annual leave. Documentation required													
2	5	OS	2	0	Only enter overtime hours worked													
<p style="font-size: 24px; color: blue; margin: 0;">Review the time sheet to ensure hours recorded are accurate and complete</p> <p style="font-size: 24px; color: blue; margin: 0;">some type four codes require additional entries in these fields. Occasional night differential entries are entered here</p>																		
EMPLOYEE SIGNATURE			DATE			SUPERVISOR SIGNATURE						DATE						
required						required (not certified without supervisor's signature)												
CODES																		
CA-Religious Comp Time Taken CB-Comp Time for Travel Earned CC-Comp Time CallBack CD-Credit Hours Earned CE-Comp Time Earned CF-Comp Time for Travel Taken CN-Credit Hours Taken CR-Religious Comp Time Earned CT-Comp Time Taken DA-Birth of Son/Daughter (FMLA) DB-Adoption or Foster Care (FMLA) DC-Care of Immed. FM w/a Serious Health Condition (FMLA) DD-Serious Health Condition of Employee (FMLA) DE-Use of Sick Leave Family Care Purposes DF-Adoption or Foster Care (FFLA)						HC-Holiday Call Back HF-Holiday Work, First Shift (Ungraded) HG-Holiday Work (Graded) HS-Holiday Work, Second Shift (Ungraded) HT-Holiday Work, Third Shift (Ungraded) KA-ILWOP KC-AWOL LA-Annual Leave LH-Holiday LK-Home Leave LM-Military Leave LN-Administrative Leave LS-Sick Leave LT-Days Off due to Injury LU-Day Of Injury LV-Excused Lateness LY-Time Off Award						OC-Overtime CallBack OS-Overtime Scheduled OU-Overtime Unscheduled OX-Overtime Exception (Intermittents) RF-Regular, 1st Sft (Ungraded) RG-Regular, Graded RS-Regular, 2nd Sft (Ungraded) RT-Regular, 3rd Sft (Ungraded) SG-Sunday Graded (GS-Employees)						

Regularly used Type Hour codes

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IAW EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD. CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

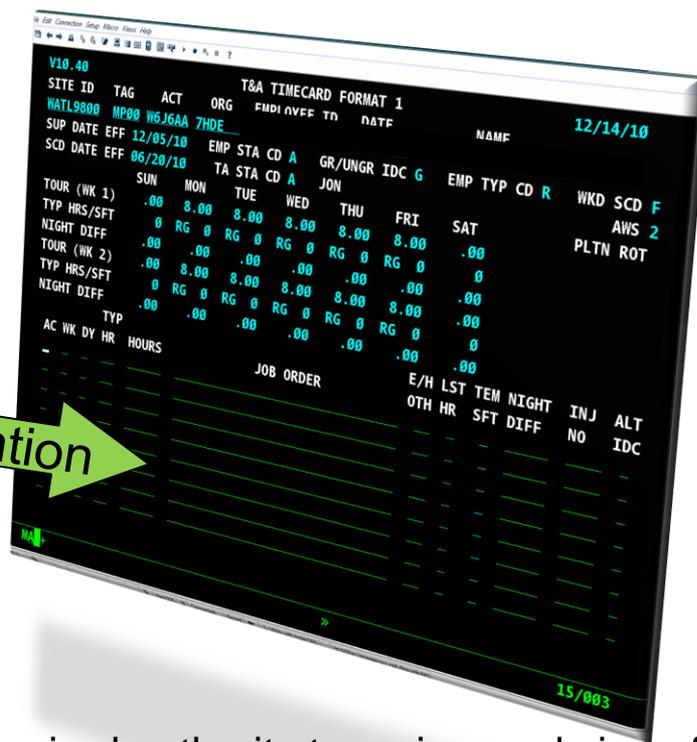
CivPay SBR 13.01 Evidential Matter

The designated individual appropriate Supervisor/Certifier reviews and approves the time card in ATAAPS to certify the employee's time no later than close of business on Friday before the end of each pay period

Objective of Control: All employee time and attendance information is reviewed and certified by the authorized designated approver/certifier



No manual intervention



V10.40		T&A TIMECARD FORMAT 1														
SITE ID	TAG	ACT	ORG	FMDI	OVFF	TD	DATE	NAME								
WATL9800	MP00	W6J6AA	7HDE						12/14/10							
SUP DATE EFF	12/05/10	EMP	STA	CD	A	GR/UNGR	IDC	G	EMP TYP	CD	R	WKD	SCD	F		
SCD DATE EFF	06/20/10	TA	STA	CD	A	JON						PLTN	ROT			
TOUR (WK 1)	SUN	MON	TUE	WED	THU	FRI	SAT									
TYP HRS/SFT	.00	8.00	8.00	8.00	8.00	8.00	.00									
NIGHT DIFF	0	RG	0	RG	0	RG	0									
TOUR (WK 2)	SUN	MON	TUE	WED	THU	FRI	SAT									
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NIGHT DIFF																



Supervisor Responsibilities SBR 13.01

ATAAPS Online Time and Attendance Certification

The appropriate Supervisor/Certifier reviews and approves the time card in ATAAPS to certify the employee's time no later than close of business on Friday before the end of each pay period.

Objective of Control: All employee time and attendance information is reviewed by an authorized approver/certifier.

August	25	26	27	28	29	30	31	1	2	3	4	5	6	7	Total
Type	hr	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
LH									8.00						8.00
RG				8.00	5.15	4.30				8.00	8.00	8.00			4.45
LS		8.00	8.00		2.45										18.45
LA															11.30
Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Actual Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Detail	Certify	Concurred	AWS Cos	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	leave	Premium	Comment
		Concurred and certified	1	80.00	80.00	72.00	8.00	0.00	0.00		✓	
			1	80.00	80.00	56.00	24.00	0.00	0.00		✓	✓

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Ensure reviewer has the required authority to review and sign off on an employee's time card.



CivPay SBR 13.02 Review of Payroll Exception Reports (area of concern)

DFAS Concept of Operations states that each employing activity is responsible for monitoring, reviewing and correcting errors and rejected time and attendance information on the invalid transaction report and also ensure that the missing time report is cleared by COB on Tuesday after the end of each pay period.

This is done by reviewing the Missing Time Report and Invalid Transaction Report from DCPS.

A designated individual reviews the Missing Time Report and the Invalid Transaction Report from DCPS and resolves any identified payroll exceptions.

This review is evidenced by the designated individual's signature and date on the exception reports.

There are a number of reports that can be run in the payroll system for review, the two most common are:

- Missing Time Report (P6605R02)

The Missing Time Report should contain evidence of review or run another "clean report".

- Invalid Transactions (daily, bi-weekly and retro) Reports (P6608R01)

The Invalid Transactions Report should contain evidence of review or run another "clean report"

Objective of Control: Payroll exceptions are reviewed and resolved during bi-weekly payroll processing.

Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

Recurring Points of Concern: Retention of appropriate documentation for auditing purposes



Review of Payroll Exception Reports SBR 13.02

REPORT NO. : P6608R01
REPORT DATE: 08/19/13 17:28

INVALID TRANSACTION REPORT
PAY PERIOD ENDING DATE RETRO

T&A SITE: WATL9800 TA GROUP: MC10

ACT	ORG	SSN	NAME
W6LVAA	AEA	123-45-6789	Karson, Silyo ROBERT C

DATE	EFF	WK	DY	JOB	ORDER	NUMBER	TYP	HRS	CD	SFT	CD	OVRD	SIGN	IDC	HRS/AMT	E/H	SIGN	IDC	
12/31/12		*	*																
REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY RETRO PAY PD EN																			
01/01/13		*	*																
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01/02/13		*	*																
REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY RETRO PAY PD EN																			
01/03/13		*	*																
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01/04/13		*	*																
REMARKS 2112 TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY RETRO PAY PD EN																			
DATE	EFF	WK	DY	JOB	ORDER	NUMBER	TYP	HRS	CD	SFT	CD	OVRD	SIGN	IDC	HRS/AMT	E/H	SIGN	IDC	

Signed and dated
Annotate the cause (if any) and the action taken to resolve discrepancy



Review of Payroll Exception Reports SBR 13.02

REPORT NO. : P6605R02

MISSING TIME/CREATED LEAVE REPORT

REPORT DATE: 09/18/13 09:31

PAY PERIOD ENDING DATE 09/21/13

T&A SITE: WATL9800

T&A GROUP: MP00

ACT	ORG CODE	SSN	NAME	DATE
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Signed and dated
Annotate the cause (if any) and the action taken to resolve discrepancy



SBR 13.02 Control Procedures

Review the Missing Time Report from DCPS.

- Ensure all missing time sheets have been approved and entered in DCPS.
- Perform after every pay period end (bi-weekly).

Review the Invalid Transaction Report from DCPS.

- Ensure all civilian payroll exceptions have been identified and resolved.
- Perform after every pay period end (bi-weekly).

Maintain documentation of resolved exceptions with the DCPS Civilian Payroll Exception Reports.

Sign the DCPS Civilian Payroll Exception Reports (electronically/ manually).
-A designated individual or Customer Service Representative (CSR).

Date the DCPS Civilian Payroll Exception Reports (electronically/ manually).

Retain documentation for 6 years, 3 months.



SBR 13.05 RPA approval

Control Activity: A final review of the RPA is performed by a designated official to ensure that personnel data has been entered completely and accurately. This review is evidenced by the designated official's signature and date on the RPA.

Control Objective: To ensure that a designated official confirms that all personnel data on the RPAs have been entered completely and accurately.

Owner: Designated individual

Frequency: Ad hoc

Document Retention: 6 years, 3 months

Control Type preventive

Policy Further research is being done to determine the current policies and regulations in place for this control



SBR 13.05 RPA approval

Supporting Document: SF 52, RPA

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested
2. Request Number
3. For Additional Information Call (Name and Telephone Number)
4. Request Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)
6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Last, First, Middle
2. Social Security Number
3. Date of Birth
4. Effective Date

FIRST ACTION						SECOND ACTION					
5.A. Code	5.B. Nature of Action					5.A. Code	5.B. Nature of Action				
5.C. Code	5.D. Legal Authority					5.C. Code	5.D. Legal Authority				
5.E. Code	5.F. Legal Authority					5.E. Code	5.F. Legal Authority				
7. FROM: Position, Title and Number						15, 10: Position, Title and Number					
8. Pay Plan	9. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	14. Pay Plan	17. Code	18. Grade or Level	19. Step or Rate	20. Total Salary (Award)	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					

EMPLOYEE DATA

23. Veterans Preference
1 - None
2 - 5 years
3 - 10 years/Disability
4 - 10 years/Combat
5 - 10 years/Other
6 - 10 years/Combat/50%

24. Tenure
0 - None
1 - Permanent
2 - Conditional

25. Agency Use
26. Veterans Prof for RPA
YES NO

27. FRSU
28. Annuitant Indicator
29. Pay Rate Determinant

30. Referral
31. Work Schedule
32. Post-Term Hours Per Week
33. Pay Period

POSITION DATA

34. Position Occupied
1 - Civilian Service
2 - Domestic Service
3 - SES General
4 - SES Career

35. RPA Category
1 - Example
2 - Example
3 - Example
4 - Example
5 - Example
6 - Example
7 - Example
8 - Example
9 - Example
10 - Example

36. Appropriation Code
37. Bargaining Unit Status

38. Duty Station Code
39. Duty Station (City - County - State or Overseas Location)

40. Agency Data
41.
42.
43.
44.

45. Educational Level
46. Year Degree Attained
47. Academic Discipline
48. Functional Class
49.

PART C - Reviews and Approvals (Not to be used by requesting office)

1. Office/Division
2. Job/Position
3. Date

A.
B.
C.

Processing Team Lead's Signature & Date

Processing Team Lead signs and dates to evidence review and approval.

Signature
I certify that the information is accurate and that the requirements are met.

OVER
Editions Prior to 7/91 Are Not Usable After 6/30/93
NCR 7540-01-323-6229

= Redact this information.

= DO NOT REDACT when submitting sample.



SBR 13.06 Master Employee Record

Control Activity: Army management performs an annual review of the MER in DCPDS to confirm that employees included in the record are currently employed by the Army. This review is evidenced by management's signature and date of the MER system generated listing.

Control Objective: To ensure employees leaving the Army are properly removed/deactivated in personnel and payroll systems.

Owner: Designated individual, Army Management

Frequency: Annual

Document retention: 6 years, 3 months

Control Type: Preventive

Policy: Further research is being done to determine the current policies and regulations in place for this control.

At this time, the data required to perform the control is either unavailable or is not available in the necessary format needed to execute the control.



Suggested Time and Attendance Check list

Pay period _____

Invalid Transaction cleared (daily, bi-weekly, retro) _____

Missing time cleared _____

Departed employees

ATAAPS account closed _____

DCPS T&A status updated _____

Change of address forwarded to CSR _____

HR Outprocessing form completed _____



Certifiers appointment memo for non - ATAAPS USERS

Command Letter head

DATE:

MEMORANDUM FOR RECORD
From: (Command Name)
To: (Appointee)

YOU ARE HEREBY APPOINTED AS CERTIFYING OFFICIAL FOR TIME AND ATTENDANCE LABOR HOURS FOR (THE FOLLOWING TAG(S). YOUR RESPONSIBILITIES INCLUDE:

- Ensure your employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, is accurate and that all labor hours are certified no later than close of business on Friday before the end of each pay period.
- An independent reviewer appointed by the employing activity will review paper timecards entered into DCPS to ensure accuracy and validity (i.e., timecards were approved by authorized personnel). All differences are documented and resolved promptly. This review is evidenced by a signature and date on the reconciliation
- Procedural guidance is clear and adequate to ensure that timekeeping and time and attendance certification are correctly performed.
- Review the missing time and invalid transactions. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist.
- All hard copy timecards and required supporting documentation are kept for 6 years and 3 months and readily available for audit purposes.

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
- AE 690-990-100 Alternative Work Schedule
- AE 690-630 Excused Absence
- DFAS Concept of Operations

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that the signature below is my official signature.

Signature: _____
Effective date: 01 January XXXX
Expiration: 3 years from effective date

This appointment expires every three years or when there is a change in certifying official for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via email to edgardo.d.burdios.civ@mail.mil.

POC for the above is the undersigned at DSN _____.

(Signature block)
Name and Title of Appointing Official



Timekeepers appointment memo for non - ATAAPS USERS

Command Letter head

DATE:

MEMORANDUM FOR RECORD

From: (Command Name)

To: (Appointee)

YOU ARE HEREBY APPOINTED AS PRIMARY **TIMEKEEPER** FOR (THE FOLLOWING TAG(S)) IN DCPS. YOUR RESPONSIBILITIES INCLUDE:

- Accurate and timely submission of labor hours approved "exception" data and corrections to that data
- Ensure all supporting documentations are signed by supervisor and the employee. Ensure all leave, overtime and comp time entries are approved and totals are correct before certification
- Ensure that the appointed independent reviewer conduct a random audit of paper timecards entered into DCPS to ensure accuracy and validity (i.e., timecards were approved by authorized personnel). All differences are documented and resolved promptly. This review is evidenced by a signature and date on the reconciliation
- Print, review and clear discrepancies on the missing time and invalid transaction reports. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist
- All required supporting documentation is available for audit purposes

YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

- AE 690-110 Civilian Timekeeping in Europe
 - AE 690-990-100 Alternative Work Schedule
 - AE 690-630 Excused Absence
 - DFAS Concept of Operations
- I acknowledge and accept the position and responsibilities defined above.

Signature: _____

Effective date: 01 January XXXX

Expiration: 31 December XXXX

This appointment expires every three years or when there is a change in timekeeper for this team (s). At the end of the three year period or when a change is made a new memorandum must be submitted to the Defense Civilian Pay System Support Division (DCPS) via encrypted email to **usarmy.badenwur.usareur.mbx.odcs-g1-dcps-new-hire**

Please use the following format as the subject line:

Timekeeper Last Name,

Ex: Timekeeper Doe, J., UIC

POC for the above is the undersigned at DSN _____.

**TAG
assigned TAG(s)**

**Physical Location
location of timekeeper**

(Signature block)
Name and Title of Appointing Official



Timekeepers appointment memo for ATAAPS USERS

Command Letter head

DATE:

MEMORANDUM FOR RECORD

From: (Command Name)

To: Appointee

YOU ARE HEREBY APPOINTED AS PRIMARY **TIMEKEEPER** FOR (THE FOLLOWING) TEAM(S) IN ATAAPS.

YOUR RESPONSIBILITIES INCLUDE:

- Accurate and timely submission of labor hours approved "exception" data and corrections to that data
- Ensure all supporting documentations are signed by supervisor and the employee. Ensure all leave, overtime and comp time entries are approved and totals are correct before certification
- Print, review and clear discrepancies on the missing time and invalid transaction reports. This review is evidenced by signature and date of the preparer and reviewer on the exception reports or related checklist
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I acknowledge and accept the position and responsibilities defined above.

Signature: _____

Effective date: 01 January XXXX

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Please use the following format as the subject line:

Timekeeper Last Name, UIC Physical Location
Ex: Timekeeper Doe, J., UIC (UIC that appears on the main menu of ATAAPS), location of timekeeper
 POC for the above is the undersigned at DSN _____.

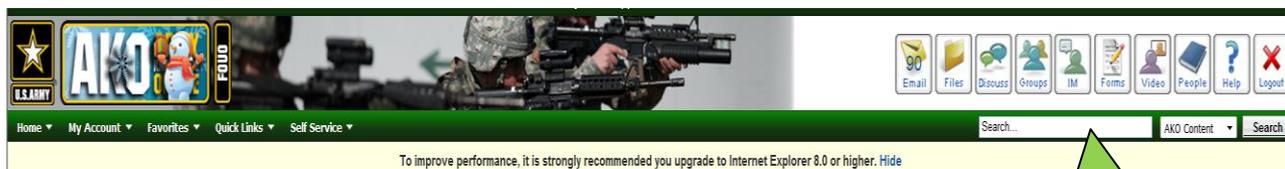
(Signature block)
Name and Title of Appointing Official

- DCPS Theater Support Office
- Contact Your Customer Service Representative
- Clay Kaserne, WAAF, Wiesbaden, Germany

For additional information please click on below link:

<https://akologin.us.army.mil/>

Upon successful login go to search and type Army audit readiness



Type Army Audit Readiness
Then click search

