



Welcome to the USAREUR, Civilian Pay Time and Attendance Course

<http://www.eur.army.mil/g1/content/CPD/docs/dcps/TrainingSchedule2014.pdf>

Upcoming Training: **Oct 7 (Timekeepers)**, **Oct 8 (Certifiers)**

Information

Registration is open 1 hour prior to start time to allow participants to download training materials

Registration will be closed 15 minutes after start time

Headset with microphone is highly encouraged when attending the course

Once entering the classroom please review the 'Note Pod'.
Files are readily available for download on the 'File Share Pod'.

Download and review the files and ensure that your time and attendance process is in accordance with Audit Readiness and USAREUR time and attendance guidelines

SOP's are required as per Audit Readiness and DoD FMR Vol. 8, Chapter 2.

- hours of work
- Leave and Absence
- Audit Readiness

Training Times	
Timekeeper	0900 - 1600
Supervisor	0900 - 1200
Super User	0900 - 1200
NEPO	0930 - 1030
Audit Readiness	0900 - 1000

Note: Do you have a Time and Attendance Contingency Of Operations Plan (COOP) process in place?

Please keep your mic on mute at all times and only activate when you are ready to ask a question or provide feedback

Please utilize the (Chat) pod If you do not have a mic and would like to ask a question or provide feedback.

Slides and other regulatory guidance and processes are available on the (File Share) pod.

This is no different from a classroom setting therefore please refrain from performing other duties not related to timekeeping while attending the course.

If you are signing in as a guest please use your complete name

To receive a certificate please send an email to edgardo.burdios@us.army.mil



DCPS Support Branch

Chief of Payroll
314-537-1551

DCPS SUPPORT STAFF

Financial Training Officer

314 - 537 - 1556

MAILING ADDRESS

HQ USAREUR G1

UNIT 29351

APO AE 09014-9351

Attn: DCPS Division

Fax Number:

337-3106

Commercial Prefix:

(WI) 0611 - 143 - 537 - XXXX

DCPS CUSTOMER SERVICE PLATFORM

Pay Entitlements Specialist

Defacto Actions, Pay Cap Lifts, LQA
Audits, Summer Hire, UIC/Org Builds,
Systems access

314 - 537 - 1553

Customer Service Representatives:

Wiesbaden, Garmisch, Baumholder
Grafenwoeher, BENELUX , Hohenfels,
Vilseck, Italy, Stuttgart, Kuwait

314 - 537 - 1554

Kaiserslautern, Ramstein, Landstuhl,
Heidelberg, Mannheim, Katterbach,
Bamberg, Ansbach, Schweinfurt

314 - 537 - 1552

ATAAPS/Donated Leave/Management
Reports/ITS

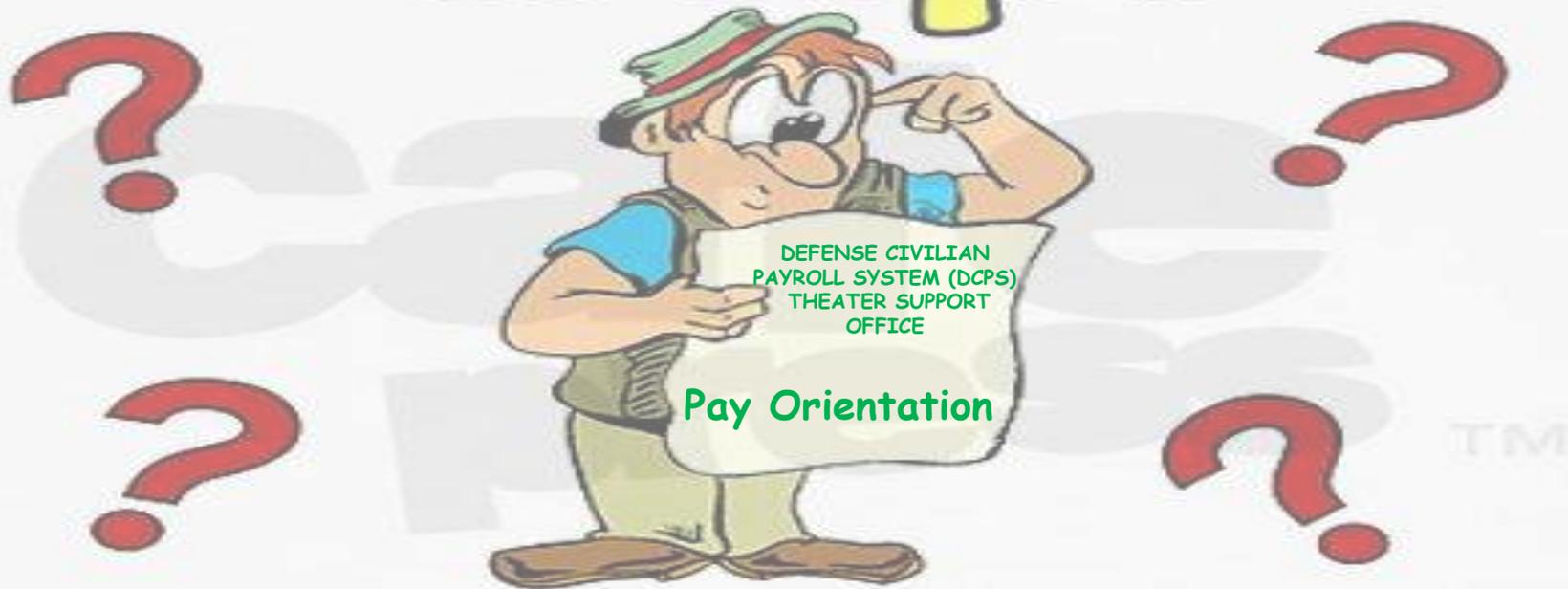
314-537- 1555



UNCLASSIFIED

CIVILIAN PERSONNEL DIRECTORATE (CPD)

Help!



New Employee

Edgardo Burdios
DSN: 337-3127



DCPS PAYROLL SUPPORT OFFICE

DFAS-Indianapolis
Army's servicing payroll office

Defense Civilian Pay System (DCPS)
is the automated civilian payroll system used by the
Defense Finance and Accounting Service (DFAS) for
DoD appropriated fund civilians

DCPS Support Branch
'payroll liaison office' supporting US ARMY EUROPE and
The Middle East



DCPS Theater Support Office Responsibilities

- Primary point of contact for all time and attendance, ATAAPS, leave and civilian pay related matters
- Coordinate time and attendance input by timekeepers
- USER ID/Password Requests/Deletions
- Input LES balances, advanced leave and donated leave hours
- Pay & Leave problem resolution
- *Special pay requests
- ITS authorized agents



Topics of Discussion

Regulatory Base
Resources
Security & Security Awareness Training
USERID Requests/ Issuance/Deletions
Work Schedules
Timesheets/ATAAPS
Recording Time

Premium Hours
Leave Entitlements
Required Documentation
Timekeeper Reports
Responsibilities



Acronyms

ABC	Army Benefits Center	HHG	Household Goods
AE	Army in Europe	LES	Leave and Earnings Statement
AKO	Army Knowledge Online	LN	Local National or Host National
ATAAPS	Automated Time and Attendance Production System	LQA	Living Quarters Allowance
CAC	Common Access Card	LWOP	Leave Without Pay
CFR	Code of Federal Regulations	NTE	Not to Exceed
COB	Close of Business	OPM	Office of Personnel Management
CPAC	Civilian Personnel Advisory Center	OPF	Official Personnel Folder
CPOC	Civilian Personnel Operations Center	PPE	Pay Period Ending
CSR	Customer Service Representative	PA	Post Allowance
DAC	Department of the Army Civilian	PCS	Permanent Change of Station
DCPS	Defense Civilian Payroll System	POV	Privately Owned Vehicle
DCPDS	Defense Civilian Personnel Data System	PRO	Payroll Office
DFAS	Defense Finance and Accounting Service	TDY	Temporary Duty
DoD	Department of Defense	T&A	Time and Attendance
DoDFMR	Department of Defense Financial Management Regulation Manual	SES	Senior Executive Services
EBIS	Employee Benefits Information System (EBIS)	USAREUR	United States Army Europe
EOPF	Electronic Official Personnel Folder	VLTP	Voluntary Leave Transfer Program
FLSA	Fair Labor Standards Act	WG	Wage Grade
FMLA	Family Medical Leave Act		
FRG	Family Readiness Group		
GS	General Schedule		

DCPDS & DCPS

ALL TIMECARDS ARE DUE NO LATER THAN COB FRIDAY BEFORE THE END OF THE PAY PERIOD

Can make changes to labor hours as per supervisors direction
Cannot concur for employee



Generate required reports
Enter labor hours
Must have access at all times

SDA file to DCPS
Leave update to ATAAPS



**DCPDS
Personnel**

**DCPS
Pay**



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PAY PERIOD CALENDAR

2014 PAY PERIOD CALENDAR																												
Beginning of a Pay Period														Federal Holiday							Review Mgmt reports / LES online							
Timecard Certification														Pay Date														
End of a Pay Period (PP#)																												
January							February							March							April							
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	
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September							October							November							December							
Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	Sun	Mon	Tues	Wed	Thur	Fri	Sa	
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14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
														30														
HOLIDAYS																												
New Year's Day - January 1 Martin Luther King Birthday - January 20 President's Day - February 17 Memorial Day - May 26 Independence Day - July 4														Labor Day - September 1 Columbus Day - October 13 Veteran's Day - November 11 Thanksgiving Day - November 27 Christmas Day - December 25														
Request for annual leave must be scheduled in writing to be eligible for restoration of annual leave																												



UNCLASSIFIED Pay Period Timeline

USAREUR database only

- Monday** before end of each pay period
- Default Labor populates ATAAPS
 - Employee submits a signed timecard to Supervisor for review (non ATAAPS)
 - **Employee must concur with labor reported hours in ATAAPS**
- Friday** before end of each pay period
- **All labor reported must be certified**
 - Approved timecards data entered into DCPS
- Monday** after end of the pay period
- All certified labor is loaded into DCPS (ATAAPS)
- Tuesday & Wednesday** after end of the pay period
- **Run and review missing time and invalid/retro invalid transactions (Required)**
 - Any additions, changes or deletions must be processed through DCPS
- Thursday** after the end of the pay period
- Review Leave and Earnings Statement (LES)
 - Review Leave availability Report (pass on pay related matters to employees as necessary)
- *check your activity and supervisor for local policy and procedures

Oct 5 - 11	5	BEGIN PAY PERIOD	6	ATAAPS Default Labor; Activity	7	ATAAPS leave update; ATAAPS clear invalid transaction discrepancy clear missing time Review Conversion of Hours	8	Payroll runs; DCPS	9	Leave Availability Report is sent out LES STATEMENT ONLINE	10	Review / concur with labor hrs; ATAA	11	
	12		13	Review / concur with labor hrs; ATAA	14	Review / concur with labor hrs; ATAA Review required reports; T&A sites	15	CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	16	CERTIFICATION DAY; ATAAPS DAC payday; ONLINE Review / concur with labor hrs; ATAA	17	CERTIFICATION DAY; ATAAPS Review / concur with labor hrs; ATAA	18	END OF PAY PERIOD; DCPS
Oct 12 - 18	19	BEGIN PAY PERIOD	20	ATAAPS Default Labor; Activity	21	ATAAPS leave update; ATAAPS clear invalid transaction discrepancy clear missing time Review Conversion of Hours	22	Payroll runs; DCPS	23	Leave Availability Report is sent out LES STATEMENT ONLINE	24	Review / concur with labor hrs; ATAA	25	

GUIDANCE



OFFICE OF THE UNDER SECRETARY OF DEFENSE (COMPTROLLER)

Welcome to the OUSD(C) Public Website

<http://comptroller.defense.gov/>

Information you need to understand the budget and financial management policy of the Department of Defense. In addition to performance measures you will also find information about the Department's ongoing effort to improve efficiency and accountability.

Quick Links

- Budget Materials
- [DoD Financial Accountability Message from U.S. Defense Secretary \(SECDEF\) Chuck Hagel](#)
- DoD Financial Management Regulation 7000.14-R (FMR)
- DoD Agency Financial Report/Performance and Accountability Report
- DoD Agency-Wide and Component Financial Statements
- DoD Managers' Internal Control Program



<https://cpolrhp.cpol.army.mil/eur/overseas/index.htm> - **Living and Working Overseas**

<http://www.eur.army.mil/g1/content/CPD/dcps.html> - Civilian Personnel Directorate

<http://www.opm.gov/> - Office of Personnel Management

<https://tsp.gov/index.shtml> - Thrift Savings Plan

<https://mypay.dfas.mil/mypay.aspx> - myPay

<https://ataaps.csd.disa.mil/index5.htm> - ATAAPS (USAREUR ONLY)

https://aepubs.army.mil/pdfpubs/AER690-110_1002337!.pdf - **Civilian Timekeeping in Europe**

https://aepubs.army.mil/pdfpubs/AER690-990-100_1004227!.pdf - **Alternative Work schedule**

https://aepubs.army.mil/pdfpubs/AEP690-630_1004927!.pdf - **Excused Absence**

http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf - **DoD FMR Volume 8 (Civilian Pay)**

<https://eopf1.nbc.gov/army/> - e-OPF (your personnel folder)

<https://www.ebis.army.mil/login.aspx> **Employee Benefits Information System (EBIS)**

<http://www.BENEFEDS.com> **Manages FEDVIP, FSA Feds, The FLTCIP**

<https://www.abc.army.mil/> - **Army Benefits Center (ABC)**

<http://www.dfas.mil/civilianemployees/travelpay/civrel.html> - **Info on Travel Claims**

Regulatory Framework

Code of Federal Regulations & Office of Personnel Management

Title 5 – Exempt Employees

Title 38 – Some Medical Employees

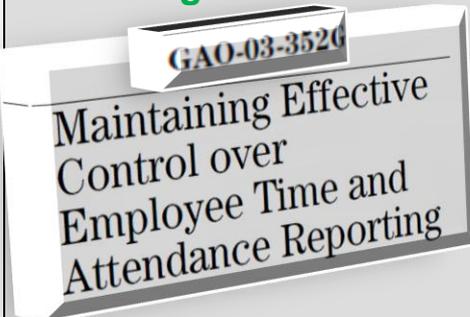
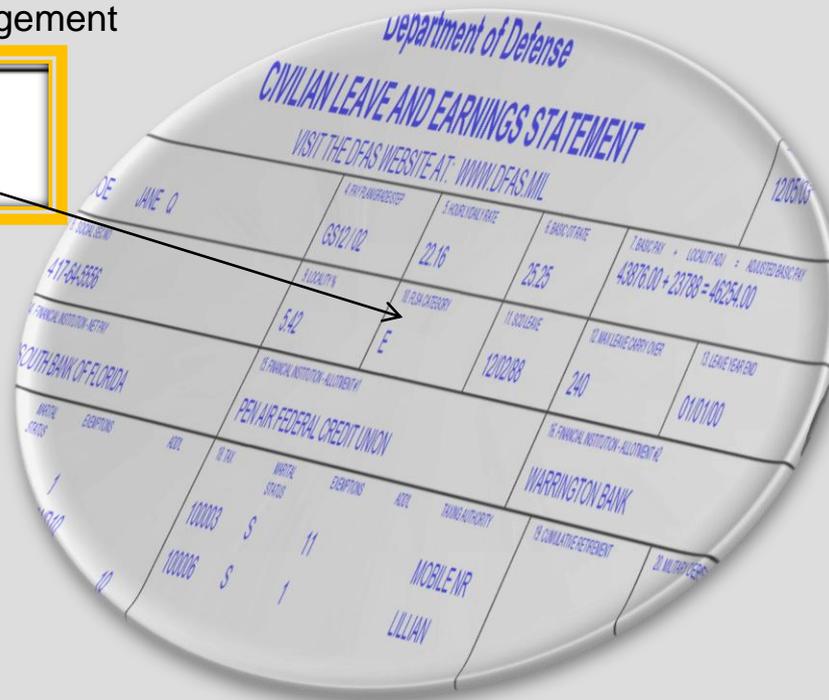
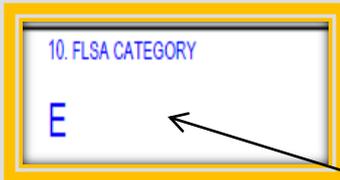
Department of Defense 7000.14-R – Vol. 8

DCPS Timekeepers Manual – Job Aids

DA Regulations and USAREUR Policies

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

Local Regulations/Standard Operating Procedures



As T&A systems evolve toward increasingly automated methods of recording and reporting employee work and leave times, it is important that agencies implement and maintain well-defined internal control activities that provide management with the confidence that the system is working as designed.

have a well-defined organizational structure and flow of T&A information with clearly written and communicated policies and procedures setting forth the responsibilities of employees, timekeepers (if applicable), supervisors, and others regarding recording, examining, approving, and reporting on T&A information

Organization's / Supervisor's policies (AE 690/110 6a)

Encourage employees to review their Leave and Earnings Statement

RESPONSIBILITIES

Supervisor

Timekeeper

Employee

DCPS Customer Service Representative



Employing Activity's Responsibilities

Responsibility of Employing Agency, Approving Official and Timekeeper

An employing activity must ensure compliance regarding the following T&A functions:

1. Individuals recording and approving T&A are properly trained;
2. The recording and approval of T&A are performed timely and accurately by the responsible individuals and **appoint a designated individual to review and sign required reports;**
3. All supporting documentation is available for review and audit;
4. **All procedural guidance is clear, adequate, and available to all individuals recording and approving T&A;**
5. Every effort is made to correct errors within the pay period to which the changes apply;
6. A supervisor or other equivalent official approves all corrections or adjustments and promptly reports the approved corrections to the civilian payroll office (PRO);
7. All individuals responsible for reporting, approving, reviewing, or processing T&A data, in any form, must be held accountable for the accuracy, integrity, and security of the information. The discovery of any violations of internal controls, improper input of T&A data, or security breaches must be immediately reported to an appropriate supervisory official.



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Time Card

EMPLOYEE SSN required			Activity optional		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																																																			
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GRADED ND supervisor's established work schedule for the pay period																																																																				
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1	4	LA	8	0	sample of employee taking annual leave. Documentation required																																																															
2	5	OS	2	0	Only enter overtime hours worked																																																															
exceptions to established work schedules are recorded here											some type tour codes require additional entries in these fields. Occasional night differential entries are entered here																																																									
required					required (not certified without supervisor's signature)																																																															
EMPLOYEE SIGNATURE					DATE		SUPERVISOR SIGNATURE					DATE																																																								
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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.



Employee AE 690-110 #4 (d)

- (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 work hours 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.
(USAREUR will use Leave and Premium Request in ATAAPS)
- (5) Review and ensure the time and attendance record is correct before it is submitted for processing**
- (6) Review their Leave and Earnings Statements and report discrepancies to the supervisor or timekeeper

2. Disclaimer

Legal Notice
For Official Use Only
WARNING, PRIVACY, AND SECURITY NOTICE

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
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1

Department of Defense
Automated Time Attendance and Production System

ATAAPS



DOD/JOINT AGENCIES

ARMY

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

2

Department of Defense



ATAAPS
Automated Time Attendance and Production System

ARMY						
ADASA	AFRIGOM	ALTESS	APOMAD	AMC	ARCENT	ARCIC
ARL	ARNG	ARSOUTH	ATEC	ATSC	AWG	CARLIBLE
CECOM	CHRA	CYBER CMD	DENCOM	EUCCOM	FCOE	FIRST ARMY
FORSCOM	FTJCKATC	GCMC	HQDA/OAA	IMCOM	INSCOM	JFHONCR
MC4	MEDCOM	NATICK	NETCOM	OPCATHNY	SDDC	SIGCOE
SOUTHCOM	TACOM	TAO	TRACOM	USARAK	USARJ	USACC
USACIDCISACIL	USADRM	USAHRC	USASAC	USAREUR/USARAF	USARJ	USARJ
USARAK	USARPAC	USASAC	USASAC	USASAC	USASAC	USMA
USMEPCOM	USMTMOPMSANG					

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

3

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- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).

4

ATAAPS Login

CAC Name: [Redacted] DDO DORIA

Data Source: USAREUR

5

ATAAPS Menu

<ul style="list-style-type: none"> Timekeeping Labor Labor/Leave Review Timekeeper Review Shift Labor Leave Request Premium Request 	<ul style="list-style-type: none"> Administration Certification Personnel Management Roster Management Team Management Employee Reopen Database Leave/Premium Request Approval - 8 	<ul style="list-style-type: none"> Accounting Job Order Op Code Work Center User Data Sub Account 	<ul style="list-style-type: none"> Utilities Inquiries Defaults/Favorites Maintenance Change UIC - EURCPD Reports Change Password
--	--	---	---

6

ATAAPS

ATAAPS Labor

Menu | Logout | **Help**

Timekeeping: Labor

Please use the "Help" menu for more information on how to navigate and use ATAAPS or contact your designated super user or timekeeper

Go to Bottom

Employee Information

Logged In As: UIC: EURCPD

Team:

Employee:

Begin Pay Period:

NtDiff/Haz/Oth: Certified: No Sent To Payroll: No View Leave

Concur NLT COB on Thursday before the end of each pay period

Employee Hours

				December	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
Work Center	Job Order	On Code	Tvne hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7HDE																0.00
Scheduled Hours				0.00	8.00	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
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Click on "Save" after changes have been made



Employee Responsibilities

- AE 690-110 #4 (d) Civilian Timekeeping in Europe
- Accurately record hours worked and taken on timesheet (if not on ATAAPS)
- Be aware of and follow regulatory/supervisory guidelines for work and leave hours
- Review leave and earnings statements (LES) and report discrepancies immediately
- **Attest to accuracy with signature or concur if in ATAAPS every pay period**

Employee Hours

I, CARSON, SILYO agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CARSON, SILYO	*****4321	80.00	80.00	64.00	16.00	0.00	4.00

Ok Cancel

Labor Details

			July														Total		
Work Center	Job Order	Op Code	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
7HDE	USAEURO		RG				8.00	8.00	8.00				8.00	8.00	8.00	8.00	8.00		64.00
7HDE	USAEURO		LA		8.00	8.00													16.00
7HDE	USAEURO		CD									4.00							4.00

Leave Requests
Premium Hour Requests

Note: The payroll functional objective for time and attendance is to ensure that the attendance (i.e., presence or absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances.



Timekeeper Responsibilities

Timekeeping is a critical function that may be performed by the individual employee, a designated timekeeper, the employee's supervisor, or a combination of these individuals.

A timekeeper must be aware of the employee's attendance and absence each day

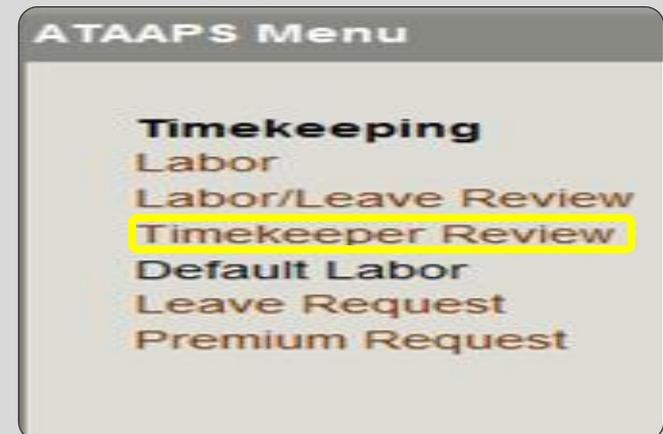
A timekeeper must perform the following T&A functions:

1. Promptly and accurately recording all exceptions to the employee's normal tour of duty;
2. **Ensuring that employees have attested to the accuracy of both their current pay period's T&A including any exceptions such as use of leave and to any adjustments or corrections to a previously approved T&A.** If the employee is not available prior to the approval of the T&A, then attestation must be documented as soon as possible. **An employee's attestations must be documented in writing or electronically** and may be in the form of:
 - (a) A manually completed hard copy document such as a sign-in, sign-out sheet;
 - (b) A printout of an automated record such as a T&A report with the employee's signature written or electronic; or
 - (c) T&A report with the employee's initials or an automated or electronic record showing that the employee has affirmed the correctness of the data; and
3. **Ensuring that all entries for overtime, compensatory time earned, or holidays worked have been approved, and that total hours are correct, before submission for a supervisor's approval and certification.**
4. Review the following for more information on the duties of timekeepers

Audit Readiness

Civilian Timekeeping in Europe

DoD FMR Volume 8, Chapter 2





Approving Official's/Supervisor's Responsibility

An approving official, usually the employee's supervisor, maintains the primary responsibility for authorizing and approving T&A transactions. An approving official must perform the following T&A functions:

1. When approving T&A, all supervisors, other equivalent officials, or higher level managers must certify that, to the best of their knowledge, the actual work schedules recorded are accurate. An employee's supervisor should be aware of an employee's work schedule, leave taken, and any absence from duty and must review and approve the T&A to ensure its accuracy. Supervisors must ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner.
2. The supervisor may assign responsibility for observing daily attendance or accurately recording T&A data to a timekeeper or, in limited circumstances, to the individual employee. However, the supervisor is still ultimately responsible for the timely and accurate reporting of the T&A; in accordance with applicable policies, regulations, instructions, and bargaining agreements. The supervisor must inform the timekeeper when an employee is on leave, or has worked any type of premium work. The supervisor may assign an alternate timekeeper to maintain T&A during the absence of the primary timekeeper.



SBR 13.01 Time and Attendance Certification

Control Activity:

Bi-weekly, a supervisor or alternate 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 supervisor or alternate's signature and date on the time sheet.

IMPORTANT NOTE: The certification of T&A is an authorization for the expenditure of government funds. Each employee's T&A must be certified correct by the employee's supervisor, acting supervisor, other equivalent official, or a higher level manager authorized to act as an alternate certifier at the end of the pay period.

Control Objective:

To ensure all employee time and attendance information is reviewed by a supervisor or alternate individual.

Owner	Supervisor, Alternate individual
Frequency	Bi-Weekly
Document Retention	6 years, 3 months
Control Type	Preventive
Policy	DoD FMR 7000.14-R <ul style="list-style-type: none"> - Volume 8, Civilian Pay Policies and Procedures; Chapter 2: Time and Attendance - Volume 8, Civilian Pay Policies and Procedures; Chapter 5: Leave

GAO-03-352G Maintaining Effective Control over Employee Time and Attendance Reporting



Supervisor Responsibilities



- **Work Schedules are established for each employee**
- **Ensure your timekeeper has access to DCPS at all times**
- **Clear all red triangles prior to certifying the timecard**
- **Certify timecards by COB Friday before end of pay period**
- **Ensure T&A records are kept for 6 yrs and 3 months**
- **Give timekeeper access, training and time**
- **Review the Leave Availability report**
- **Responsibilities are detailed in DOD 7000.14-R, Volume 8, Financial Management Regulations, Civilian Pay**
- **Ensure the accuracy of the time and attendance**
- **Ensure their employees' time and attendance records and supporting documents, e.g., leave, overtime, and compensatory time, are accurate**



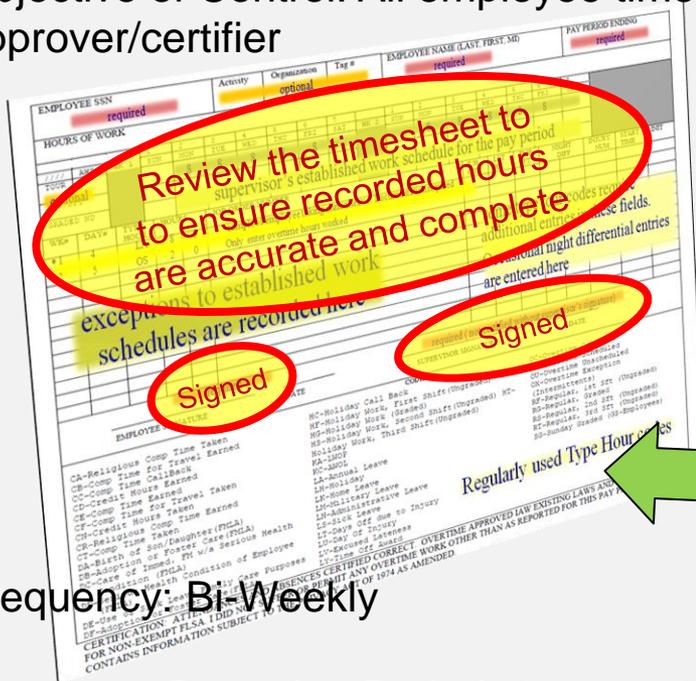
Department of Defense Financial Management Regulation Manual Vol. 5 chapter 33
 Certifying officers and DOs are automatically pecuniarily liable if there is a fiscal irregularity.
 This is known as the "presumption of negligence" (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an erroneous (i.e., illegal, improper, or incorrect) payment.

Supervisor Responsibilities SBR 13.01

Manual Time and Attendance Certification (Non ATAAPS)

The employee's Supervisor reviews and manually signs the paper time card to certify the employee's time.

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



Frequency: Bi-Weekly

Document Retention Period: 6 years, 3 months

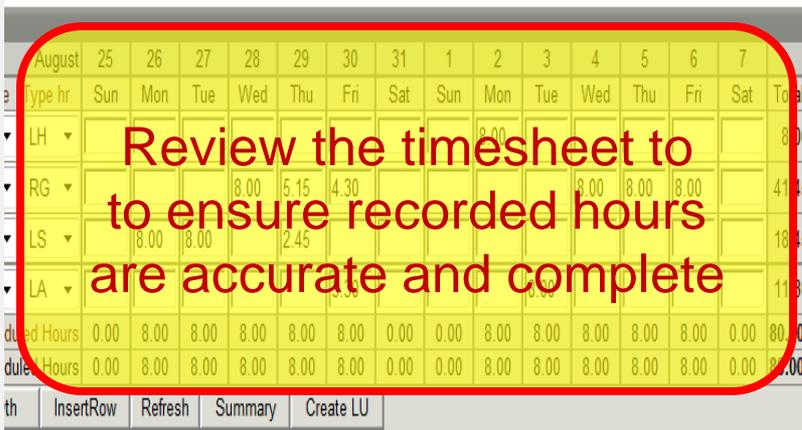
Recurring Points of Concern: Retention of appropriate documentation for auditing purposes

Supervisor Responsibilities SBR 13.01

ATAAPS Online Time and Attendance Certification

The appropriate Supervisor/Certifier reviews and approves the time card in ATAAPS. Must be certified 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.



Review the timesheet to ensure recorded hours are accurate and complete

Employee Information			AWS Code	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Leave	Premium	Comment
Detail	Certify	Concurred										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	80.00	80.00	72.00	8.00	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	80.00	80.00	56.00	24.00	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Leave	Premium	Comment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee on T-LWOP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee on...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employee on...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	KE and multi lv request
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Brief remark to justify red triangle

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.

Approving corrected and/or retro labor hours



1. Click on notifications

2. Click on Retro Certification

3. Click on roster hyperlink

Roster: CPD DCPS [dropdown] << >> Roster
 Begin Pay Period: 2013-Sep-22 [dropdown] << >> PayPeriod

Employee Information																
Detail	Certify	Concurred	Employee	SSN	AWS Code	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name	Leave	Premium	Comment	
	<input type="checkbox"/>	<input type="checkbox"/>		*** ** 3905	2	80.00	80.00	32.00	48.00	0.00	0.00				LS lv form needed	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		*** ** 9773	1	80.00	80.00	80.00	0.00	0.00	0.00	certified				

- 3. Click on the book to review the highlighted corrections made for accuracy
- 4. Certify retro or corrected labor hours by clicking on certify box.
- 5. Comments field is required when red triangle exists

Work Schedules



- Supervisors determine the work schedule*
- Full-time is 80 hours bi-weekly
- Part-time is between 16 and 32 per week
- Intermittent employees have no schedule

- Must be correct in system before entering time worked
- Mission requirements, not employee needs, should be the reason to change schedules

- ✓ The work schedule defines the basic work requirement as the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave.
- ✓ Generally, a full-time employee's basic work requirement is 80 hours in a pay period.
- ✓ Attendance and absence must be consistent with the employment status for the individual.

*An approved work schedule shall be maintained showing the planned arrival and departure for each day to support the time and attendance report.

Accuracy is crucial to correct pay

http://comptroller.defense.gov/fmr/current/08/Volume_08.pdf paragraph 020206



Flexible/Compressed Work Schedule

Under certain flexible schedules, DoD civilian employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met.

Compressed Work Schedule. A compressed schedule is a fixed schedule that enables a full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. See 5 U.S.C. 6121.

By electing to work hours in excess of their tour of duty, employees may also complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the non-workdays

[Expanded Definitions of Alternate Work Schedule \(AWS\) codes are available for download on the file share Pod](#)

Material variances or deviations, as determined by the FWS, must be approved by the supervisor before the change occurs or promptly after occurring, if not feasible prior to the change.

Supervisors must verify that the dates and the material variances or deviations have been recorded in the appropriate T&A.



Flexible/Compressed Work Schedule

- 0 - Not On AWS
- 1 - Flexitour*
- 2 - Gliding Schedule*
- 3 - Variable Day Schedule*
- 4 - Variable Week Schedule*
- 5 - Maxiflex Work Schedule*/**
- 6 - Compressed Work Schedule**
- 7 - First Forty**
- 8 - Compressed Work Schedule**
- D - Variable Week Schedule*
- E - Maxiflex Work Schedule*/**

* Schedule permits use of credit hours at Activity discretion.

** Schedule allows fewer than 10 workdays in the biweekly period.

Hours of Work/Pay

GAO-03-352G



Hours of Work/Pay

- OS/OU Overtime (030301)
- CE Compensatory Time (030302E)
- HG Holiday Premium (030305)
- Night/Shift Differential (030303)
- SG Sunday Premium (030304)
- CR Religious Comp (030302F)
- CB Compensatory Time for Travel



- All are determined by work schedule
- Premium hours are either worked outside the established tour of duty OR they are paid on established tour of duty
- Management is responsible for appropriately compensating employees for work (directed or not). Employees should not be permitted to work outside their established work hours without the approval and direction of their supervisor. Lunch breaks will not be considered as time worked.



Overtime Pay

Each employing activity shall be responsible for controlling overtime. Supervisors shall ensure that overtime worked is covered by funds targeted for their employing activity. Approval or disapproval of overtime shall be consistent with direction from the Deputy Secretary of Defense. Normally, approval to work overtime shall be made in writing in advance of performing the work.

Payment for Unused Compensatory Time

When an FLSA-exempt employee separates or transfers to another DoD Component (e.g., from Army to Navy, or Air Force to the Defense Logistics Agency) or the employee moves to a non-DoD agency (e.g., Army to Department of the Treasury), the losing Component shall pay for any unused compensatory time balances. The balance shall be paid at the overtime rate in effect when the compensatory time was earned



Overtime, Compensatory Time and Holiday Worked

- Can be directed and should be approved in advance.
- AE 690-110A or “In-Lieu-of” document with correct/specific description and justification and appropriate signatures
- Premium request on ATAAPS will be used by all USAREUR employees.
- Comp time in lieu of overtime converts to \$ if not used within 26 pay periods. Time worked = Time off
- Comp time can be mandatory for WG(exempt): must be paid \$\$ unless WG volunteers.
- Limit on pay period amount/may require bi-weekly pay cap waiver.
- **Full-title and hybrid Title 38 employees with an occupational series of 0602 (medical officer) or 0680 (dental officer) receive the Doctor of Medicine/Doctor of Dental Science special pay entitlement instead of the on-call premium.**



Overtime, Compensatory Time rate of payment

- For each GS employee whose rate of pay does not exceed a minimum applicable rate for a GS-10, **the overtime hourly rate is one and one-half times the employee's hourly rate of pay**
- For each employee whose rate of basic pay exceeds the minimum rate for a GS-10, **the overtime hourly rate is equal to the greater of one and one-half times the applicable minimum hourly rate of basic pay for a GS-10 or the employee's hourly rate of basic pay**
- Management may mandate that for employees whose hourly rate is equal to or greater than a GS10 step 10 to earn comp time vice overtime

Call-back overtime work. Irregular or occasional overtime work performed by an employee on a day when work was not scheduled for him, or for which he is required to return to his place of employment, is deemed at least 2 hours in duration for the purpose of premium pay, either in money or compensatory time off

Other Overseas Entitlements

- Bi-weekly LQA
- Post Allowance
- Danger pay
- Imminent Danger Pay
- Post Differential
- Foreign Transfer Allowance
- Home Leave

The start, stop, change of these entitlements are generated by Servicing Civilian Personnel Advisory Center





Biweekly/Annual Pay Limitations

- GS Employees (Not Wage Grade)
- Comp Time Included in Calculations
- Waiver Authorized for Deployments, Direct Support and Mission Critical
- **Documentation Required – send to DCPS Support Office for processing**
- Biweekly Cap on Premium Pay: *the sum of an employee's basic pay and premium pay (including night pay, the dollar value of compensatory pay, overtime pay, premium pay on an annual basis, and pay for Sunday and holiday work) for any pay period may not exceed the biweekly rate of basic pay payable for either a General Schedule (GS) GS-15, step 10*
- Maximum: Level V of the Executive Schedule for the calendar year.



Biweekly Pay Limitations waiver sample memo

<Enter your Letter Head here>

OFFICE SYMBOL

Date

MEMORANDUM FOR HQ USAREUR G1, Civilian Personnel Directorate

ATTN: DCPS Support Office

SUBJECT: Approval of request to waive the Bi-Weekly Pay Cap

1. * Mr/Ms. _____ / SSN _____ has met the eligibility requirements of DoD Financial Management Regulations Volume 8, Chapter 3 paragraph 030103 A(2)
2. Request is approved.

EFFECTIVE DATE: _____

END DATE: _____

POC for this action is <insert name>, DSN: <insert number>, email <insert address>

Title

FOR THE COMMANDER:

Phone Number

* A separate listing if more than one employee for the same approved request as an attachment is acceptable



LEAVE PROGRAMS AND OTHER ENTITLEMENTS

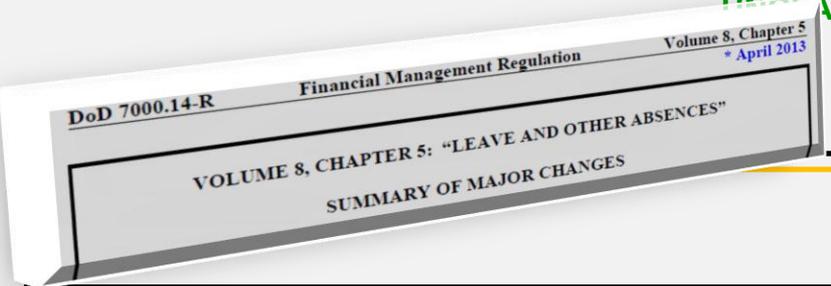
Leave entitlements are an important part of the total compensation package for federal employees. Employees earn annual leave and sick leave based upon the type of their appointment and number of hours they work each week. This leave entitles them to take time off with pay for illness, vacation or personal matters.

When employees wish to take time away from work, whether with or without pay, they must notify their supervisor who will approve or deny the request for leave. Supervisors consider both the welfare of the employee and the Department of the Army's need for the employee's services when making their decisions about granting requested leave.

An SOP is required for each supervisor and the employing activity (Sample SOP is provided on the file share POD)



File Share	
Name	Size
Audit Readiness sample SOP: an SOP is required by Audit Readiness (Word format)	36 KB
Supervisor slides for this course (updated)	6 MB
Comptime for Travel: your guide when approving COMPTIME FOR TRAVEL (TDY) only. "NO COMPTIME FOR TRAVEL for PCS"	734 KB
Title 38 Holiday On Call Codes and sample entries. For Title 38 employees Certifiers	552 KB
Leave and Absence Sample SOP: Your SOP is required as per Audit Readiness	19 KB
Hours of Work Sample SOP: Your SOP is required as per Audit Readiness	147 KB
Work Schedule Reference Guide. A work schedule is required for each employee every pay period	168 KB
Voluntary Leave Transfer Program: your guide when reviewing Leave transfer requests	278 KB
New Employee Pay Orientation. Provide to your NEW employees for when they attend the briefing via DCO	4 MB
ATAAPS Concept of Operations: review your ATAAPS duties and responsibilities	71 KB



Types of Leave Hours

VOLUME 8, CHAPTER 5: "LEAVE AND OTHER ABSENCES" 1

*0501 GENERAL REQUIREMENTS 8

050101. General Information and Eligibility for Leave 8

050102. Objectives 8

050103. Maintaining Leave Records 8

050104. Rate of Leave Accrual 9

050105. Approval 10

050106. Minimum Charge 10

*0502 ANNUAL LEAVE 10

050201. General 10

050202. Annual Leave Accrual for Non-Senior Executive Service (SES), Senior Level (SL)/ Scientific or Professional (ST) Employees 11

050203. Annual Leave Accrual Rates for SES, SL/ST or Defense Intelligence Senior Level (DISL) Employees 12

050204. Advanced Annual Leave 14

050205. Annual Leave Ceilings 14

050206. Restoring Forfeited Annual Leave 17

050207. Lump Sum Payments of Annual Leave Upon Retirement or Separation. 19

*0503 SICK LEAVE 19

050301. General 19

050302. Sick Leave Accrual 20

050303. Recrediting Sick Leave after Transfer or Break in Service 21

*050304. Authorized Uses for Sick Leave 21

050305. Advanced Sick Leave 23

050306. Unused Sick Leave Upon Separation 25

*0504 FAMILY MEDICAL LEAVE ACT (FMLA) 25

050401. General 25

050402. Advance Notice of FMLA Leave and Medical Certification 28

0505 BONE MARROW OR ORGAN DONOR LEAVE 28

*0506 FEDERAL LEAVE SHARING PROGRAMS 28

050601. Voluntary Leave Transfer program (VLTP) 28

- LA** - Annual Leave
- LS** - Sick Leave
- CT** - Compensatory Taken
- CF** - Compensatory Time for Travel Taken
- LH** - Holiday Leave
- CR** - Religious Comp Leave
- LK** - Home Leave
- LY** - Time Off Award
- LS/LA** - Donated Leave
- LN** - Funeral Leave
- KA** - Leave Without Pay
- LN** - Administrative Leave
- LV** - Excused Absences
- LN/RG** - PCS
- LU/LT** - COP/Traumatic Injury
- LS/LA** - Sick Leave to Care for Family Member
- LS/LA/KA** - FMLA
- LM** - Military Leave
- LP/LQ/LR** - Restored Leave
- KC** - AWOL

http://comptroller.defense.gov/Portals/45/documents/fmr/current/08/Volume_08.pdf



Annual Leave/Sick Leave

Employee Type	Less than 3 years of service	3 years but less than 15 years of service	15 years or more of service
Full Time Employees	4 hours for each pay period	6 hours for each pay period, except 10 hours in last pay period	8 hours for each pay period
Part Time Employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status
Uncommon Tours of Duty	(4 hours) times (average # of Hours per biweekly pay period) Divided by 80 = biweekly accrual rate	(6 hours) times (average # of Hours per biweekly pay period) Divided by 80 = biweekly accrual rate (see note)	(8 hours) times (average # of Hours per biweekly pay period) Divided by 80 = biweekly accrual rate
SES, Senior Level (SL), and Scientific or Professional (ST) Positions, and employees in Equivalent pay systems as Determined by OPM	8 hours for each pay period, regardless of years of service.		

Sick Leave 4 hours for all – "LS"

- ✓ No max
- ✓ Must authorize upon request, documentation after 3 continuous days, sick leave abuse can justify documentation after each use of sick leave
- ✓ OPM 71 is the form to use for an employee to request any type of absence
- ✓ Leave request on ATAAPS will be utilized at all times for all USAREUR
- ✓ Copy of approved OPM 71 will be attached to hard copy timecard

Note: In computing leave accrual for uncommon tours of duty, the accrual rate for the last full pay period in a calendar year Must be adjusted to ensure the correct amount of leave is accrued



Advanced Leave 050205

Annual leave may be advanced to an employee in the amount not to exceed the total amount the employee would accrue within the leave year.

A supervisor must have reasonable assurance the employee will be in a duty status long enough to earn the advanced leave.

Leave should not be advanced to an employee when it is known or expected that the employee will not return to duty (such as when the employee has applied for disability retirement).

If a case is doubtful, recommend disapproval.

In cases of serious disability or illness, employees may be advanced sick leave.

Before granting advanced sick leave, the approving authority must consider whether the employee expects to return to duty, the need for the employee's services, and the benefits to the agency of retaining the employee.

Advanced sick leave is not available to an employee when it is known (or reasonably expected) that the employee will not return to duty. For example, advanced sick leave is not appropriate if the employee has applied for disability retirement.

Advanced sick leave may be granted regardless of an employee's annual leave balance.

4. Type of Leave/Absence

Check appropriate box(es) and enter Date and Time below)

	Date		Time		Total Hours
	From	To	From	To	
<input checked="" type="checkbox"/> Accrued annual leave	06/11/2012	06/25/2012	08:00	16:00	88.00
<input type="checkbox"/> Restored annual leave					
<input type="checkbox"/> Advanced annual leave LB					
<input type="checkbox"/> Accrued sick leave					
<input type="checkbox"/> Advanced sick leave LG					

Approved OPM 71 sent to DCPS CSR

A copy of the approved request will be the supporting document when used

- Advanced Annual Leave – “LB”
 - ✓ Up to annual amount accrued for the leave year
- Advanced Sick Leave – “LG”
 - ✓ 240 Hours per leave year

Donated Leave

Requires authorization and documentation from CPAC

Any DoD employee can donate annual leave only to an approved recipient

- ✓ Self or Family
- ✓ LS for employee, LA for family member
- ✓ Activity maintains documents
- ✓ CSR maintains account – donations are used in order received.
- ✓ Unused donations are returned to the employee.
- ✓ **Do not allow timecard to be coded as KA**
- ✓ **All requests must be sent to** usarmy.wiesbaden.usareur.mbx.odcs-g1-vltp



Donated Leave



Requires authorization and documentation from CPAC

Any DoD employee can donate annual leave only to an approved recipient

CSR Remedy Template - sent to DCPS payroll

- ✓ Self or Family
- ✓ **LS for employee, LA for family member**
- ✓ Activity maintains documents
- ✓ CSR maintains account – donations are used in order received.
- ✓ Unused donations are returned to the employee.
- ✓ **Do not allow timecard to be coded as KA**

<p>Privacy Act Statement</p> <p>Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program</p> <p><i>Outside Agency</i></p> <p>business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.</p>	
<p>Part B - To Be Completed By Employing Agency of Leave Donor</p> <p>Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.</p>	
<p>12. Enter the amount of annual leave to be credited to the leave recipient's annual leave account</p>	<p>13. If the agency is waiving the maximum limitations for leave donation under the voluntary leave transfer program, describe the special circumstance that warrants the waiver</p>
<p>14a. Name of agency contact who can provide further information</p>	<p>14b. Telephone number</p>
<p>The Customer Service Representative (CSR) that processed the transfer will complete part B and sign block 15a</p>	
<p>15. Certification: I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation of the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.</p>	
<p>15a. Signature of authorizing official</p>	<p>15b. Date Signed</p>



Time Off Award – “LY”

Time off granted as an incentive award must be used within 1 year from the effective date

- Up to 40 hours per achievement
- Max of 80 hours per year
- Transfers within agency
- Forfeited upon separation or transfer outside current agency

Personnel Action must be processed and posted to account before employee can charge requested time off

Supervisors and employees are responsible for scheduling the use of this leave within 1 year. The award will forfeit if not used within the 1-year timeframe.

There is no provision for restoring time-off awards.



Credit Hours

- Credit hours are any hours within a flexible schedule that are in excess of an employee's basic work requirement, and that the employee elects to work to vary the length of a workweek or a workday.
- Only employees on flexible schedules may work credit hours.
- Credit hours shall be earned and used in the same increments as other absences with pay.
- May accumulate not more than 24 credit hours
- The employee receives no additional pay for credit hours when these hours are credited to his or her account.
- An employee shall not use credit hours to increase the entitlement to overtime pay.
- An employee shall not be paid Sunday pay or holiday pay for credit hours.
- Whether an employee is entitled to night pay for credit hours on the workday in which taken depends on the rules for night pay.
- Credit hours shall be considered daytime hours whenever possible.
- Credit hours shall be paid at the employee's current hourly rate when:
 - an employee is no longer subject to a flexible work schedule program
 - transfers to another employing activity,



Required Leave Without Pay Status

LWOP is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and limited by agency internal policy.

- Authorizing LWOP is a matter of administrative discretion. An employee generally cannot demand LWOP as a matter of right. However, in some instances, employees may have an entitlement to LWOP:
- A. FMLA. Employees may be entitled to unpaid leave under the FMLA to care for a family member or covered service member. See section 0504.
- B. Disabled Veterans. Disabled veterans are entitled to LWOP if required for medical treatment under *Executive Order 5396, July 17, 1930*.
- C. Reserve and National Guard Members. Reserve and National Guard members are entitled to LWOP if required to perform military training duties under *38 U.S.C. 4316(b)(1)*. See *section 051802 for additional information*.

Note: get CPAC involved if an employee is on LWOP for 30 days or more

When the number of LWOP status hours in a full-time employee's leave year equals the employee's biweekly tour of duty (for example: 80, 112, 144 hours), the employee's leave accrual is reduced by an amount equal to the amount of leave (sick and annual) earned during the pay period. For example, when reduction of accrual is required during the last pay period in the calendar year for an employee in the six-hour accrual category (entitled to accrue 10 hours of leave in such period); leave accrual for that period reduces by 10 hours. When an employee has one or more breaks in service during the leave year, include all hours in a LWOP status (other than nonpay status during a fractional pay period when no leave accrues). When an employee's number of LWOP hours at the end of the leave year is less than his or her biweekly tour of duty, the LWOP hours are dropped. See **5 C.F.R. 630.208**.



Did you know??? LWOP

Holiday During Pay Period. If the employee is in a **non-pay status** for any period less than his/her daily schedule on the day before and the day after the holiday,

Oct	05	06	07	08	09	10	11	12	13	14	15	16	17	18	Total
0730-1630	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	RG	8.00	8.00	8.00	8.00	3.00			8.00	6.00	8.00	8.00	8.00		73.00
	KA					5.00				2.00					7.00
	LH														

that employee will be printed on this report.

```

V13.10      3:49:28      T&A REPORTS MENU      08/26/13
          NATIV          DTWFFWV
 9. INVALID TRANSACTION (NB000) NONE          27. NON PAY BEF/AFT WEEKEND NONE
10. INVALID TRANSACTION (NB010) NONE          -----RETRO-----
11. INVALID TRANSACTION (NB020) NONE          28. INVALID TRANSACTION      08/25/13
12. CONVERSION OF HOURS (NB000) NONE          29. CONVERSION OF HOURS      08/21/13
13. CONVERSION OF HOURS (NB010) 08/13/13    30. NON PAY BEF/AFT          NONE
14. CONVERSION OF HOURS (NB020) 08/14/13    31. SCHEDULE EDIT            NONE
15. NON PAY BEF/AFT (NB000) NONE          32. ENV CALLBACK             NONE

TA GROUP SJ2F  PRINTER ID _____ PRINT OPTION (R/D) R
ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF: _

```

If the employee was not in a pay status on the **last hour the day before and on the first hour the day after the holiday**, the employee is not entitled to the holiday leave. The holiday will be rescinded from the employee by the payroll office changing the holiday to LWOP through T&A, which in turn will reprocess or trigger the retro process if in a prior pay period. If the pay period in which the holiday falls is not within the retro process cycle, adjustments will have to be made through the Leave Adjustment and the Pay Adjustment Programs.

Oct	05	06	07	08	09	10	11	12	13	14	15	16	17	18	Total
0730-1630	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	RG	8.00	8.00	8.00	8.00	3.00			8.00	6.00	8.00	8.00	8.00		73.00
	KA					5.00				2.00					15.00

If the LWOP hours for Friday Oct 10 is between 1530 -1630 and 0730 – 0830 on Tuesday Oct 14. The type hour code for Oct 13 must be changed to KA by the timekeeper.

Holiday on First or Last Day of Pay Period. If the holiday occurs on the first or last regular workday of the pay period and the employee was in a non-pay status for any period less than his/her daily schedule on the subsequent day following the holiday or the day preceding the holiday, that employee will be printed on this report. **The timekeeper must check if the employee was in a pay status the last hour before or the first hour after the holiday to determine if the employee is eligible to receive holiday leave.** If the holiday has to be rescinded



Administrative Leave/Excused Absence – “LN”

Excused absence is an absence from duty, administratively authorized, without loss of pay and without charge to leave. Excused absence is also referred to as administrative leave. Agencies have discretionary authority to grant excused absence to the extent that it does not interfere with agency operations. Periods of excused absence are considered part of an employee’s basic workday even though the employee does not perform regular duties.

https://aepubs.army.mil/pdfpubs/AEP690-630_1004927!.pdf

USAREUR GUIDANCE ON EXCUSED ABSENCE

Commanders and supervisors have the authority to grant excused absence, commonly referred to as administrative leave, for U.S. civilian employees

Excused absence may be approved only when it clearly serves the best interest of the U.S. Government
It will not be approved when paid leave is appropriate

Some scenarios that may be approved for Administrative Leave

- Tardiness
- Job interviews within DOD
- Obtain opportunity office services
- Special Emphasis Programs
- Required Medical Examinations
- Initial EAP Counseling Session
- To vote
- Physical Fitness Program

File Share	
Name	Size
New Employee Pay Orientation. Provide to your NEW employees for when they attend the briefing via DCO	4 MB
2014 training schedule: Annual Training is required for Timekeepers and Certifiers	327 KB
Restored Leave. Your guide when reviewing Request for restored annual leave	161 KB
Comptime for Travel: your guide when approving COMPTIME FOR TRAVEL (TDY) only. "NO COMPTIME FOR TRAVEL for PCS"	734 KB
Work Schedule Reference Guide. A work schedule is required for each employee every pay period	168 KB
Special Pay Process. Your guide when requesting a Special Payment	100 KB
2014 Pay Period Calendar: your guide to time and attendance timeline and important dates	222 KB
Leave and Absence Sample SOP: Your SOP is required as per Audit Readiness	19 KB
Audit Readiness guidelines for Certifiers	2 MB
Hours of Work Sample SOP: Your SOP is required as per Audit Readiness	147 KB

An SOP is required for each supervisor and the employing activity (Sample SOP is provided on the file share POD)



Army Civilian Wellness Program

The Program authorizes civilians up to three hours per week excused absence to participate in a Command-sponsored formal physical exercise training program

The basic elements and requirements of the program:

- ✓ Civilians are authorized up to three hours per week excused absence to participate in a Command-sponsored formal physical exercise training program.
- ✓ Duration of program is up to six months.
- ✓ Program is offered one time only per person.
- ✓ Participation requires commander's/supervisor's approval. Supervisors may adjust work schedules to permit training and exercise where possible and when it is consistent with the workload and mission.

Additional information on the Army Civilian Wellness Program can be obtain at
['http://phc.amedd.army.mil/topics/healthyliving/al/Pages/ArmyCivilianWellnessPrograms.aspx](http://phc.amedd.army.mil/topics/healthyliving/al/Pages/ArmyCivilianWellnessPrograms.aspx)

New Leave Request

Status: Not Submitted

Type Hours*: LN - Administrative

From Date*: 08/11/2014

From Time*: 15 30

To Date*: 08/11/2014

To Time*: 16 30

Total Hours*: Hours 1 Minutes 00

Purpose*: Other

Other*: Army Civilian Wellness Program

		August	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Job Order	Op Code	Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
USAEURO	RG			7.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		79.00
		NtDiff															0.00
		Hz/Oth		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add		
		FLSA		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add		
USAEURO	CD									5.00	5.00						10.00
		NtDiff															0.00
		Hz/Oth								Add	Add						
		FLSA								Add	Add						
USAEURO	LN		1.00														1.00
		NtDiff															0.00
		Hz/Oth															
		FLSA															
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
Reported to 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
CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU												





ADMIN/DUTY TIME FOR PCS – “LN”

- Key is granting the appropriate amount of time away
- Should be minimum time needed for each task or activity
- Supervisor responsible for accessing and approving time
- LN – POV inspection, in/out processing, opening/closing bank accounts, obtaining driver’s license/plates
- RG – Passport, vaccinations, housing issues, packing and receiving HHG (up to 24 hours)

Family members are the relatives of the employee:



- Spouse, and parents thereof
- Children, including adopted children and spouses thereof:
- Parents:
- Brothers and sisters, and spouses thereof: and
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship



Family members (continued)

Changes are making the definitions of *family member* and *immediate relative* more explicit to include more examples of relationships that are covered under the phrase

“any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.” These examples include stepparents and stepchildren, grandparents, grandchildren, and same sex and opposite-sex domestic partners.

In addition, OPM’s final regulations define the terms *committed relationship*, *domestic partner*, *parent*, and *son or daughter*.

Please note that the new definitions do not apply to the Family and Medical Leave Act (FMLA). The situations in which an employee can invoke FMLA leave and the individuals for whom an employee can provide care under FMLA are specified in law.

The regulations are available at <http://edocket.access.gpo.gov/2009/pdf/E9-22030.pdf>



Family Medical Leave Act

- CPAC is employees first contact..
- Up to 12 workweeks of unpaid leave or sick leave during 12 month period
- Purposes
- Documentation
- Definition of: family member

Codes for Use on Timecard – E/H/Other Field

- DA – Birth of a Child
- DB - Adoption or Foster Care
- DC - Care of Immediate Family Member
- DD - Serious Health Condition of Employee

Approved request forwarded to CSR

4. Type of Leave/Absence						5. Family and Medical Leave Act
Check appropriate box(es) and enter Date and Time below)						
	Date		Time		Total Hours	
	From	To	From	To		
<input checked="" type="checkbox"/> Accrued annual leave	06/11/2012	06/25/2012	08.00	16.00	88.00	I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about entitlements and responsibilities under FMLA. Medical certification of a serious health condition may be required by your agency.</i>
<input type="checkbox"/> Restored annual leave						
<input type="checkbox"/> Advanced annual leave						
<input type="checkbox"/> Accrued sick leave						
<input type="checkbox"/> Advanced sick leave						
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence <small>(Specify in remarks)</small>						
<input type="checkbox"/> Leave without pay						



Sick Leave to Care for Family Member “LS”

- Up to 104 hours each leave year
****Provide care for family member (short term illness, arrangements required due to death and attend funeral services due to death of a family member, and adoption of a child

Codes for Use on Timecard –
E/H/Other Field

DE = Bereavement/Family
Care

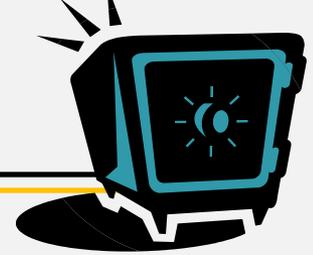
DF = Adoption Purposes

- No required balance maintained in sick leave account.

Military Leave – “LM” 0518

- Supervisor should assure that proper documentation is provided to timekeeper and CSR
- Before posting timekeeper should have orders
- Must have certified orders showing attendance within 6 weeks of return
- 15 days per fiscal year with 15 possible carry over
- May be eligible for additional 22 days
- President Bush granted 5 adjustment days at the end of deployment tour





Restored Leave

DoD Financial Management Regulation (Volume 8, Chapter 5, para 050206) states that agencies may restore annual leave that was forfeited because it was in excess of the maximum leave ceilings and if the leave was forfeited because of administrative error, exigency of the public business, or sickness of the employee

Approval Requirements: The following requirements must be met before forfeited annual leave can be considered for restoration:

- A. Use of the annual leave must have been scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (No later than 11/29/2014)
- B. If restoration is based on exigency of the public business, the determination that an exigency is of major importance and that annual leave may not be used must be made by the head of an activity no lower than a major field headquarters or major field installation. See 5 C.F.R. 630.305 and DoDI 1400.25-V630.4

Exigency of the public business means there is an urgent need for the employee to be at work such that excess annual leave cannot be used

Note: An employee's use of earned compensatory time off or credit hours does not constitute an exigency of the public business. If the use of earned compensatory time off or credit hours that are about to expire results in the forfeiture of excess annual leave, do not restore the forfeited leave



Restored Leave

2014 leave year end date 01/10/2015

All use-or-lose annual leave taken must be recorded by the end of the leave year otherwise it will forfeit

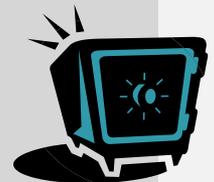
- ❖ If an employee has scheduled the use-or-lose annual leave and is unable to take it IAW the information and requirements found on: <http://www.opm.gov/oca/leave/HTML/RESTORE.asp> , the leave may be restored by the Commander of the employee's organization.
- ❖ The approval authority for the restored leave is the Commander (Commander's equivalent or the Commander's designated representative) of the employee's organization.
- ❖ Once the Commander has determined that the requirements for leave restoration have been met, the Commander's approval memo should be submitted for processing to servicing Customer Service Representative.

Link to sample format: <http://www.eur.army.mil/g1/content/CPD/dcps.html?framepage=dcps/dcpsForms.html>

file name:  Restored Leave Memo 8/22/2014 11:22 A... Microsoft Office ... 49 KB

The request should not be submitted until after the leave has been forfeited (**not earlier than 01/15/2015**).

- ❖ The Secretary of the Army is the only designated agency official who can approve the restoration of leave for SES employees.
- ❖ Check with the personnel liaison or G1/J1 within your organization to determine if your organization has internal procedures for approval of forfeited leave restoration.





Home Leave – “LK” 0521



- Personnel Record Interfaces Entitlement to DCPS
- 5, 10 Or 15 Days Depending on Contract
- Sets 360 Annual Leave Carry Over
- Must be used only for visits to United States, the Commonwealth of Puerto Rico, or a territory or possession of the US. Does not have to be home of record
- May be used in conjunction with a TDY
- Entitlement when 24 consecutive months of service abroad.
- Previous overseas tours must have been a total of 24 consecutive months
- days earned if served less than 24 consecutive months may be carried over but not the time served
- Unused home leave stays in leave balances, never converts to hours of pay

Returning from OCONUS Assignment. Employees returning from an assignment outside of the continental U.S. (OCONUS) may carry forward the balance of leave to their credit at the end of the pay period, including the date the employee departs for reassignment. If detailed to another OCONUS assignment, consider the date they cease to perform duty at the detailed post, as the date of departure. Annual leave in excess of 240 hours, that was accumulated under 5 U.S.C. 6304(b) by an employee who becomes subject to the 240-hour maximum carry forward, remains to the credit of the employee until used. The excess annual leave is reduced at the beginning of the first full biweekly pay period occurring in a leave year, by the amount of annual leave the employee used during the preceding year that is in excess of the amount that accrued during that year. This process continues until the employee's accumulated leave does not exceed 240 hours.

Example:

A) Max Leave Carry over is 360 hours. employee transfers with over 360 hours. Max Leave carry over in CONUS is 360.

B) Max Leave carry over is 360 hours. At time of transfer leave balance is 280 hours. Max Leave carry over in CONUS is 280.

Employees accrual rate INCONUS is 208 hours per leave year and uses 218 hours. The Max Leave carry over will be reduced by 10 hours. The new Max Leave carry over will be 270.

COMPENSATORY TIME FOR TRAVEL



0 hours

Determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

- 0.0 total travel time
- 0.0 less tour of duty and HTW travel
- 0.0 CB earned for 05 Apr

Saturday, April 05, 2014		Confirmation
Flight AMERICAN AIRLINES 71		
DEPARTURE	ARRIVAL	
FRANKFURT, GERMANY	DALLAS/F.WORTH, TX	
10:30 AM, Apr 05, 2014	2:25 PM, Apr 05, 2014	
Status	Confirmed	
Class	Coach Class - Y	
Duration	10:55 (Non-stop)	
Equipment	Boeing 777 Jet	
Meal Service	Lunch, Snack	
Reserved Seats	24C (Aisle)	
Notes	DEP-TERMINAL 2 ARR-TERMINAL D ONEWORLD	
Saturday, April 05, 2014		Confirmation
Flight AMERICAN AIRLINES 1535		
DEPARTURE	ARRIVAL	
DALLAS/F.WORTH, TX	KANSAS CITY, MO	
5:30 PM, Apr 05, 2014	7:00 PM, Apr 05, 2014	
Status	Confirmed	
Class	Coach Class - Y	
Duration	01:30 (Non-stop)	
Equipment	McDonnell Douglas MD-80	
Meal Service	None	
Reserved Seats	7B (Aisle)	
Notes	ARR-TERMINAL BUILDING C	



Return trip with delay enroute

(TDY ONLY)



"In the case of an employee who is offered one mode of transportation and who is permitted to use an alternative mode of transportation, or who travels at a time or by a route other than that selected by the agency, the agency must determine the estimated amount of time in a travel status the employee would have had if the employee had used the mode of transportation offered by the agency or traveled at the time or by the route selected by the agency. In determining time in a travel status under this subpart, the agency must credit the employee with the lesser of the estimated time in a travel status or the actual time in a travel status."

0 hours

0.0
0.0
0.0

Authorized Travel
total travel time
less tour of duty and
HTW travel
CB earned for 05 Apr

0.0
0.0
0.0

Actual Travel
total travel time
less tour of duty and
HTW travel
CB earned for 05 Apr

Friday, April 25, 2014		Confirmation
	Flight AMERICAN AIRLINES 1132	
DEPARTURE	KANSAS CITY, MO	ARRIVAL
	5:20 PM, Apr 25, 2014	DALLAS/F.WORTH, TX
		7:00 PM, Apr 25, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	01:40 (Non-stop)	
Equipment	McDonnell Douglas MD-80	
Meal Service	None	
Reserved Seats	7B (Aisle)	
Notes	DEP-TERMINAL BUILDING C ONEWORLD	
Monday, April 28, 2014		Confirmation
	Flight AMERICAN AIRLINES 70	
DEPARTURE	DALLAS/F.WORTH, TX	ARRIVAL
	3:45 PM, Apr 28, 2014	FRANKFURT, GERMANY
		8:30 AM, Apr 29, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	09:45 (Non-stop)	
Equipment	Boeing 777 Jet	
Meal Service	Dinner, Breakfast	
Reserved Seats	22H (Aisle)	

25 Apr
0.0???





Compensatory Time Off for Travel

A separate type of compensatory time off. An employee is entitled to earn, on an hour-for-hour basis, compensatory time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable

Definitions

Accrued compensatory time off means the compensatory time off earned by an employee that has not been used or forfeited.

Agency means an Executive agency as defined in 5 U.S.C. 105.

Authorized agency official means the head of the agency or an official who is authorized to act for the head of the agency in the matter concerned.

Compensable refers to periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

Compensatory time off means compensatory time off for travel that is credited under the authority of this subpart.

Official duty station means the geographic area surrounding an employee's regular work site that is the same as the area designated by the employing agency for the purpose of determining whether travel time is compensable for the purpose of determining overtime pay, consistent with the regulations in 5 CFR 550.112(j) and 551.422(d).

Regular working hours means the days and hours of an employee's regularly scheduled administrative workweek established under 5 CFR part 610.

Scheduled tour of duty for leave purposes means an employee's regular hours for which he or she may be charged leave under 5 CFR part 630 when absent. For full-time employees, it is the 40-hour basic workweek as defined in 5 CFR 610.102. For employees with an uncommon tour of duty as defined in 5 CFR 630.201, it is the uncommon tour of duty.

Travel means officially authorized travel—i.e., travel for work purposes that is approved by an authorized agency official or otherwise authorized under established agency policies.

Travel status means travel time as described in §550.1404 that is creditable in accruing compensatory time off for travel under this subpart, excluding travel time that is otherwise compensable under other legal authority.



Travel Status

Subject to the conditions specified in the regulation, an agency must credit an employee with compensatory time off for time in a travel status if—

- (1) The employee is required to travel away from the official duty station; and
- (2) The travel time is not otherwise compensable hours of work under other legal authority.

(b)(1) *Travel status.* Time in a travel status includes the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel, subject to the exclusion specified in paragraph (b)(2) of this section and the requirements in paragraph (c), (d) and (e) of the regulation.

Time spent at a temporary duty station between arrival and departure is not time in a travel status.

Time in a travel status ends when the employee arrives at the temporary duty worksite or his or her lodging in the temporary duty station, wherever the employee arrives first.

Time in a travel status resumes when an employee departs from the temporary duty worksite or his or her lodging in the temporary duty station, from whichever the employee departs last.

Travel time in connection with an employee's permanent change of station is not time in a travel status.

Determinations regarding what is creditable as “usual waiting time” are within the sole and exclusive discretion of the employing agency.

“Usual waiting time” at a transportation terminal is creditable

On a case-by-case basis

At the exclusive discretion of the employing agency

Usually 2 hrs domestic, 3 hrs international

Delay is authorized and approved by Accountable Official

An **“extended”** waiting period is **not** considered time in a travel status, i.e. an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his/her own purposes

Cost comparison is required when extended delay for personal reasons is authorized.

Bona fide meal periods are now considered travel time



Crediting Time – “CB”

- Compensatory time off for travel is credited and used in 15 minute increments.
- Agency procedures for requesting credit:
 - Supervisor provides verbal or written approval prior to travel.
 - Employee is required to submit itinerary, TDY orders, local travel voucher and/or worksheet within 5 working days of return.
 - Organization worksheet should provide snapshot of trip and hours earned and personal or normal commuting time deducted, etc.
 - Approved documents will be the supporting documentation and are to be maintained for 6 years 3 months.
 - Timesheet will reflect the code CB for hours earned and approved.



Commuting Travel Time

- Travel is creditable travel time when it is:
 - Between an employee's home and a temporary duty station
 - However, the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time

- Travel is creditable travel time when it is:
 - Between a worksite and a temporary duty station
 - No commuting time offset applies



Documentation: Crediting Time

Provide chronological record (in same time zone) of specific travel information including:

- Duration of normal home-to-work commute
- Regular tour of duty
- Date/time/place of departure
- Actual time spent traveling to/from transportation terminal
- Time spent waiting at the transportation terminal
- Time spent in travel
- Other time spent waiting for connector flights, etc., and how time was spent (eating/sleeping/shopping, and duration of each activity)
- Time of arrival at/departure from temporary duty station



Deductions: Crediting Time

Provide exceptions deductions for computing time:

- Normal compute times (beginning and end of trip) if departure is home (not duty station)
- Personal time spent – deviations – side trips
- Hours otherwise paid (normal hours of work/holiday paid hours etc)

Travel on a federal holiday

When an employee is travelling on a federal holiday **Compensatory Time (CB)** for travel earned will only be for the travel in excess of the employees scheduled tour of duty.

Pay Period Work Schedule															
May	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	8.00		80.00

Example: Scheduled work hours for Monday May 26, is from 0800 – 1700

1. Commenced travel on May 26 at 0800 and total travel was 12 hours. **CB** for May 26 will be 3 hours only since **9 hours was travel during scheduled working hours and was paid holiday pay**. No other compensation is granted. i.e..... Another day off, Premium Pay
2. Commenced travel at 1300 and total travel was 12 hours. **CB** for May 26 will be 4 hours since **5 hours of travel was within the scheduled work hours**
3. Commenced travel at 1700 and total travel was 12 hours. **CB** for May 26 will be 7 hours and compensatory time for travel for May 27 will be 5 hours.



Using Comp Time for Travel – “CF”

- Request use of earned time:
 - OPM 71 will be used to document requested and approved use of compensatory time for travel hours taken (CF)
- Kept with timekeeping records for 6 years 3 months
- Employees (and their managers) must judiciously manage/plan use of:
 - Annual leave
 - Compensatory time
 - Compensatory time-off for travel
 - Credit hours
 - For example, using compensatory time-off for travel to avoid forfeiture and then not using excess annual leave is not an “exigency of business” for restoration purpose



Forfeiture

- Compensatory time-off for travel is forfeited:
 - If not used within 26 pay periods after it is credited
 - Upon voluntary transfer to another agency
 - Upon movement to non-covered position (e.g., SES)
 - Upon separation from the Federal Government
- Exception:
 - If employee goes on LWOP in middle of 26 pay periods, the 26 pay-period waiting time starts over upon their return.
- Under no circumstances may an employee receive payment for unused compensatory time-off for travel



Additional Information:

Office of Personnel Management
5 CFR Part 550 part 1401 – 1409
Pay Administration – General
Agency OPM

Section 203 of the Federal Workforce flexibility Act of 2004
(Public Law 108-411, October 30, 2004) authorized CTT

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4043da47b758c22364a160d4fa376720&node=5:1.0.1.2.72.14&rgn=div6>

Understanding MYPAY



[Accessibility](#) | [Security](#) | [Privacy Notice](#) | [FAQ](#) | [System Usage](#) | [Contact Us](#)

Log In	Important Information	Quick Links																				
<p style="text-align: center;">Account Access</p> <p>Login ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Go"/> </p> <p style="font-size: small;">To enter your Password more securely, click on the On-Screen Keyboard link below.</p> <p style="text-align: center;">On-Screen Keyboard</p> <hr/> <p style="text-align: center;"><input type="button" value="SmartCard Login"/></p> <p style="text-align: center;">DoD CAC PIV</p>  <hr/> <p>Create an Account</p> <p>Forgot your Login ID?</p> <p>Forgot or Need a Password?</p> <p>How New Accounts are Added to myPay</p> <hr/> <div style="border: 2px solid purple; padding: 5px;">  <p style="font-size: small;">It's about the customer!</p> </div> <hr/> <p style="background-color: #0056b3; color: white; padding: 2px;">Stay Connected</p> <div style="display: flex; align-items: center;">   </div> <hr/> <p style="font-size: x-small;">https://mypay.dfas.mil/mypay.aspx</p>	<p style="text-align: center; color: red; font-weight: bold;">2013 myPay Tax Statement Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Annuitant 1099-R</td> <td style="width: 40%;">Available</td> </tr> <tr> <td>Retiree 1099-R</td> <td>Available</td> </tr> <tr> <td>Civilian W-2 (DoD/Non-DoD)</td> <td>Available</td> </tr> <tr> <td>Reserve Component Air Force, Army, and Navy W-2</td> <td>Temporarily Unavailable</td> </tr> <tr> <td>Army Student Loan Repayment Program (SLRP) W-2</td> <td>Available</td> </tr> <tr> <td>Active/Reserve Component Marine Corps W-2</td> <td>Available</td> </tr> <tr> <td>Army Non-Appropriated Fund (NAF) Civilian W-2</td> <td>Available</td> </tr> <tr> <td>Savings Deposit Program (SDP) 1099INT</td> <td>01/23/2014</td> </tr> <tr> <td>Active Component Air Force, Army, and Navy W-2</td> <td>01/24/2014</td> </tr> <tr> <td>Travel/Miscellaneous W-2</td> <td>01/31/2014</td> </tr> </table> <hr/> <p style="text-align: center; color: red; font-weight: bold;">Attention Army Retirees who use AKO Email</p> <p>The U.S. Army will close all retirees' and family members' Army Knowledge Online (AKO) accounts between Jan. 31, 2014 and Mar. 31, 2014. Army retirees who have AKO email addresses (ending in @us.army.mil) in their myPay accounts should add a personal commercial email address to their myPay account as soon as possible to continue to receive notices from DFAS. To add an email address, retirees should log into their account and select the "Email Address" option.</p> <p style="text-align: center;">For more on the AKO Transition, visit the AKO website.</p> <hr/> <p style="text-align: center; color: red; font-weight: bold;">Strong Passwords</p> <p>Stronger passwords are making your myPay account more secure. Check out our new Tips & Tricks page to get info on creating your new password and keeping it safe.</p> <hr/> <p style="background-color: #0056b3; color: white; padding: 2px;">System Availability</p> <p style="font-size: x-small; color: red;">REGULAR MAINTENANCE:</p> <p style="font-size: x-small;">Customers: Between 0000 and 0100 ET daily, Monday-Friday</p> <p style="font-size: x-small; color: red;">Marine Corps Customers: Between 2200 ET every Friday and 0400 ET every Saturday (access to LES and W-2)</p>	Annuitant 1099-R	Available	Retiree 1099-R	Available	Civilian W-2 (DoD/Non-DoD)	Available	Reserve Component Air Force, Army, and Navy W-2	Temporarily Unavailable	Army Student Loan Repayment Program (SLRP) W-2	Available	Active/Reserve Component Marine Corps W-2	Available	Army Non-Appropriated Fund (NAF) Civilian W-2	Available	Savings Deposit Program (SDP) 1099INT	01/23/2014	Active Component Air Force, Army, and Navy W-2	01/24/2014	Travel/Miscellaneous W-2	01/31/2014	<p style="text-align: center; font-weight: bold;">DFAS Resources</p> <ul style="list-style-type: none"> • DFAS - Home • How do I get a new myPay Password? • myPay Assistance and Customer Support • myPay SmartCard (DoD CAC and PIV) • myPay Trusted agents • Pay Inquiries: Army Active, Navy (Active/Reserve) Air Force (Active/Reserve/Guard) • Pay Inquiries: Army National Guard • Pay Inquiries: Army Reserve • SmartVoucher - Complete a DD 1351-2 • Travel Voucher Checklist <hr/> <p style="text-align: center; font-weight: bold;">External Resources</p> <ul style="list-style-type: none"> • Adobe Reader • Army Retirement Services Office • IRS Withholding Calculator (Form W-4) • Military Compensation - Retirement Calculators • PDHRA for Army Civilians • PlanSmartChoice • Thrift Savings Plan • TreasuryDirect • US Air Force - Home • US Army - Home • US Marine Corps - Home • US Navy - Home • Veterans Affairs - Home • Veterans Affairs - Returning Service Members (OEF/OIF)
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Travel/Miscellaneous W-2	01/31/2014																					





Understanding MYPAY

Civilian employees:

myPay accounts are established after you receive your first pay check.

1. **DoD Civilian Employee** with a **Common Access Card (CAC)** and a **SmartCard Reader**, you can access myPay anytime after you receive your first pay check by clicking 'SmartCard Login' on the myPay home page.

2. Civilians employed by the Army will receive a temporary password via email on Tuesday. We will send it to the email address your employer provided us or to the work email address you provided when you received your CAC. Upon receipt of your temporary password select the 'Create an Account' link to establish your Login ID and permanent password. If you do not receive your password, please verify/change your email address with your employer by following the instructions in the bullets below. Please note that myPay updates email addresses each Tuesday. You can also select 'Forgot or Need a Password' on the myPay home page for additional temporary password options.

Army employees – Contact your local site's email administrator or go to Army Knowledge Online (AKO) myPay updates on Tuesday.

3. All other employees, including DoD employees that DO NOT have access to a SmartCard Reader, will receive your temporary password by mail at your home of record. If you do not receive your password letter, please verify/change your mailing address with your local customer service representative. Once they have updated it in your pay system, you can request a temporary password by mail by selecting 'Forgot or Need a Password' on the myPay home page. Upon receipt of your temporary password select the 'Create an Account'



Understanding MYPAY

➤ An online pay account management system that provides paycheck and tax information for military members, retirees, annuitants, and federal civilian employees. Maintained by the Defense Finance and Accounting Service (DFAS), allows military and civilian personnel the capability of viewing and printing their:

- Leave and Earnings Statement
- End-of-year W-2 Wage and Tax Statement Forms
- Army Student Loan Repayment Program (SLRP) Tax Forms
- Travel/Miscellaneous Tax Statement

Other Benefits

In addition to viewing and printing documents, users can also:

- Start or change Direct Deposit
- Change their tax withholding deductions
- Turn on/off hard-copy LES and W2 forms
- Update correspondence Address
- Start or Change Health Savings Allotment
- Update E-mail address



MYPAY Menu

Your Overseas Army DoD Civilian Pay Account

- [Leave and Earnings Statement \(LES\)](#)
- [Foreign Entitlements Statement](#)

Pay Changes:

- [Allotments](#)
- [Combined Federal Campaign \(CFC\)](#)
- [Correspondence Address](#)
- [Direct Deposit](#)
- [Health Savings Account](#)
- [Turn on/off Hard Copy of LES](#)

Taxes:

- [Federal Withholding](#)
- [State Withholding](#)
- [Tax Statement \(W-2\)](#)
- [Travel / Miscellaneous Tax Statement \(W-2\)](#)
- [Turn on/off Hard Copy of W-2](#)
- [Travel Voucher Advice of Payment \(AOP\)](#)
- [Email Address](#)
- [Security Questions for Password Resets](#)
- **[Personal Settings Page](#)** (Click here for details)



Understanding Your Leave and Earnings Statement

- **The Secretary of Defense mandated that all DoD employees utilize electronic Leave and Earnings Statement vice hard copy. Only employees with approved waivers may receive hard copy LES's. (steps on how to turn off hard copy LES's via MyPay is located on the file share pod)**
- The purpose of the Leave and Earnings Statement (LES) is to provide the employee with a biweekly record of earnings, deductions, and leave information.
- The LES provides civilian employees with pertinent and timely information. The form is tailored to each employee, that is, only earnings, deductions, and leave data applicable to the individual employee will be printed.

Department of Defense

CIVILIAN LEAVE AND EARNINGS STATEMENT

VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL



Understanding Your Leave and Earnings Statement

1 PAY PERIOD END DATE END

This is the last day of the pay period reflected in the data in (mm/dd/yy) format.

2 PAY DATE PAY PERIOD DISBURSING DATE

This is the actual payday for the above pay period.

3 NAME EMPLOYEE NAME

This is the employee name as it appears in the payroll records.

4 PAY PLAN CODE/GRADE CIVILIAN

GRADE/STEP PAY RATE STEP

This is the employee's current pay plan, pay grade, and step

5 HOURLY/DAILY RATE

This is the daily rate of pay for employees whose pay basis is per day, or the hourly rate of pay for all others.



Understanding Your Leave and Earnings Statement

6 BASIC OT RATE GRADED OVERTIME HOURLY LIMIT

For employees not eligible for overtime pay, this block will be blank.

For employees eligible for overtime pay:

- for Federal Wage System employees, this is the Hourly Rate in block 5 times 1.5, although the actual overtime rate for any given day can be affected by shift or other premium pay;
- for exempt employees, this is the Hourly Rate times 1.5, or the maximum overtime rate payable (GS10 Step 1).

- for non-exempt employees, this is the maximum overtime rate, therefore this will be the Hourly Rate times 1.5, or the maximum overtime limit of a GS10 Step 1 if the employees overtime pay is equal to or exceeds the GS10 Step 1 amount.

7 BASIC PAY

For employees paid an annual salary (pay basis 'PA'), this BASIC PAY is the basic annual pay. If a locality adjustment is applicable, the block will also contain the locality adjustment annual amount and the adjusted basic annual pay. These values are shown on the SF-50.



Understanding Your Leave and Earnings Statement

8 EMPLOYEE IDENTIFICATION

For U.S. citizens, this is the employee's Social Security Number
(Note: The first 5 positions of the SSN are masked on a "hardcopy" LES.)

9 LOCALITY PAY PERCENTAGE

This is the percentage for any applicable locality adjustment.

10 FAIR LABOR STANDARDS ACT EXEMPT STATUS

This is the employee's Fair Labor Standards Act (FLSA) status, E for exempt, N for non-exempt. The FLSA Status used to calculate the employee's pay is printed.

11 SERVICE COMPUTATION DATE LEAVE

This is the employee's Service Computation Date for Leave. This date is used to determine the annual leave accrual rate and is shown on the SF-50.

12 MAX LEAVE CARRY OVER ANNUAL LEAVE CEILING

This is the maximum number of annual leave hours which the employee may carry from one leave year to the next.



Understanding Your Leave and Earnings Statement

13 LEAVE YEAR END

This is the last day of the current leave year. This is the date any annual leave above the "Max Leave Carry Over" amount will be forfeited.

14 FINANCIAL INSTITUTION NET PAY NAME

This is the name of the financial institution receiving the employee's net pay direct deposit.

15 FINANCIAL INSTITUTION ALLOTMENT #1 NAME

This is the name of the financial institution receiving a direct deposit of an employee savings allotment.

16 FINANCIAL INSTITUTION ALLOTMENT #2 NAME

This is the name of the financial institution receiving a direct deposit of an employee savings allotment.

17 TAXING AUTHORITY CODE, MARITAL STATUS, STATUS, EXEMPTIONS, ADDITIONAL TAX EXEMPTIONS, WITHHOLDING ADD'L

This block contains any applicable federal and state tax information.

18 TAXING AUTHORITY CODE, MARITAL STATUS, STATUS, EXEMPTIONS, ADDITIONAL TAX EXEMPTIONS, WITHHOLDING, TAXING AUTHORITY CODE ADD'L TAXING NAME AUTHORITY

This block contains any applicable city, county or other local tax information.



Understanding Your Leave and Earnings Statement

CURRENT EARNINGS Section

The name of the earning is printed under the column heading "TYPE". The number of hours or days used in determining the amount is printed under the column heading "HOURS/DAYS". The dollar amount of the earnings prints under the heading "AMOUNT".

If an entitlement is not based on hours or days worked, the "HOURS/DAYS" column will be blank.

RETROACTIVE EARNINGS Section

The column headings in this section will be the same as the Current Earnings section. The same types of earnings may also be present. This section is to distinguish earnings for prior pay periods due to corrections to time and attendance, late processing of personnel actions, or other similar corrections, from current pay period earnings. The earnings in this section may be negative, showing collections for previous overpayments.

DEDUCTIONS Section

The name of the deduction prints under the column heading "TYPE". Information to further identify certain deductions may print under the heading "CODE". The current pay period deduction amount prints under the heading "CURRENT". The total amount of the deduction for the pay year prints under the heading "YEAR TO DATE".

Note: For employees who transfer and have Vision and Dental coverage will be deducted the arrears for the monies due during the move from the first available salaries upon reporting to new activity.



Understanding Your Leave and Earnings Statement

LEAVE Section

Only those types of leave applicable to an individual employee print on the employee's LES. The name of the type of leave prints under the heading "TYPE". Any balance carried from the previous leave year prints under the heading "PRIOR YR BALANCE", when applicable. The accrual for the pay period reflected on this LES prints under the heading "ACCRUED PAY PD", when applicable. The leave year to date total accrual prints under the heading "ACCRUED YTD", when applicable. Usage for the pay period reflected on this LES prints under the heading "USED PAY PD".

Total usage for the leave year to date prints under the heading "USED YTD". Any leave donated to another person prints under the heading "DONATED/ RETURNED". Any unused amount returned in the same year will be subtracted from this amount and added to the balance. Any balance of leave available for use prints under the heading "CURRENT BALANCE". In the case of advanced leave, the current balance will be a negative figure. Under the heading "USE-LOSE/TERM DATE" there will be an amount or a date, depending on the type of leave.



Understanding Your Leave and Earnings Statement

BENEFITS PAID BY GOVERNMENT FOR YOU Section

This section displays employer contributions associated with employee deductions. The name of the employer contribution prints under the column heading “TYPE”. The current pay period contribution amount prints under the column heading “CURRENT”. The total amount of the contributions for the pay year prints under the heading “YEAR TO DATE”.

TYPE

401K SAVINGS 401-K savings plan 401K SRCHRG 401-K employer surcharge DISABLT Y INS
Disability insurance FEGLI Federal Employees Group Life Insurance FEHB Federal Employees Health
Benefits MEDICARE Medicare OASDI Old Age Survivor Disability Insurance (Social Security)

REMARKS Section

All remarks that apply to an employee print on the LES, unless there is insufficient room on the form due to the number of earning, deduction, or leave entries.

There are three types of remarks that may be printed on the LES: “SPECIAL”, “ADDITIONAL”, or “GENERAL”. All “SPECIAL” remarks applicable to an employee are printed prior to any “ADDITIONAL” remarks being printed. All “ADDITIONAL” remarks will be printed after any “SPECIAL” remarks and prior to any applicable “GENERAL” remarks.



Understanding Your Leave and Earnings Statement

Department of Defense										1. PAY PERIOD END 08/14/03	
CIVILIAN LEAVE AND EARNINGS STATEMENT										2. PAY DATE 12/05/03	
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL											
3. NAME DOE JANE Q		4. PAY PLAN/GRASSLETTER GS12 / 02		5. HOUR/YEARLY RATE 22.16		6. BASIC OF RATE 25.25		7. BASIC PAY - LOCALITY ADJ. 43876.00 + 23788 = 46254.00			
8. SOCIAL SEC NO 417-64-5556		9. LOCALITY % 5.42		10. FLSA CATEGORY E		11. SEC LEAVE 12/02/88		12. MAX LEAVE CARRY OVER 240		13. LEAVE YEAR END 01/01/00	
14. FINANCIAL INSTITUTION - NET PAY AMSOUTH BANK OF FLORIDA											
17. TAX											
FED		S	1	100003		S	11		MOBILE NR		
AL		S	P1/D10	100006		S	1		LILLIAN		
GA		S	1								
21. CURRENT YEAR TO DATE											
GROSS PAY		1810.68		27751.80		TSP DATA		13%			
TAXABLE WAGES		1658.86		26358.40							
NONTAXABLE WAGES		151.82		2395.40							
TAX DEFERRED VOUCHER DEDUCTIONS		934.53		12267.97							
AEIC											
NET PAY		876.15		15493.83							
CURRENT EARNINGS											
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
REGULAR		80.00		1772.80							
OVERTIME EARNINGS											
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT	
OVERTIME		1.50		37.88							
DEDUCTIONS											
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE	
ALLOTMENTS SV (1)				175.00		2675.00		FEGLI		C	
MEDICARE				26.25		402.40		RETIRE, FERS		K	
FEHB		104		23.22		361.18		CHARITY		AA	
TAX, FEDERAL				288.42		451.00		LOCAL		100003	
TAX, LOCAL		100006		10.00		10.00		TAX, STATE		AL	
TAX, STATE		GA		10.79		175.72		TSP SAVINGS			
LEAVE											
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD	
ANNUAL		177.00		6.00		90.00		1.00		59.50	
SICK		47.25		4.00		60.00		4.00		32.00	
HOLIDAY										32.00	
ADMIN										12.00	
BENEFITS PAID BY GOVERNMENT FOR YOU											
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE	
MEDICARE		26.25		402.40		RETIRE, FERS		14.18		216.78	
OASDI		105.55		955.22		FEHB		123.44		369.04	
REMARKS											
SEND YOUR EMPLOYMENT/LOAN VERIFICATIONS TO YOUR HUMAN RESOURCE OFFICE. TSP DEDUCTION PERCENT OR AMOUNT CHANGED											

Data in these fields are data received from personnel

Data in these fields are calculated from DCPS mainframe

Data in these fields are input from Time and attendance

Employee



International Treasury Service (ITS)

In 2005 It was suggested that DFAS employ the services of International Treasury Service (ITS), wherein ITS would purchase the foreign currency for federal employees in overseas locations.

DFAS concurred with the suggestion and Department of Army authorized certain overseas employees to participate in the ITS program.

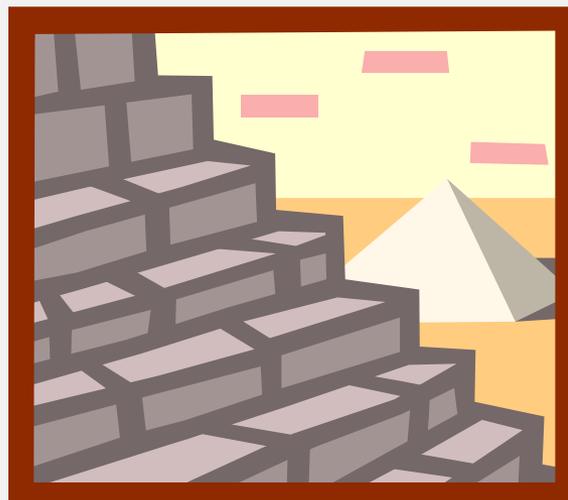
Overseas employees now have the option to open an account with a designated foreign bank of their choice at the overseas location.

For more information please contact

Customer Service Representative
Defense Civilian Payroll Division (DCPS)
HQ US ARMY EUROPE, CPD, G1
DSN (314) 337 3125
COMM (049) 611 705 3125
Email: petra.g.harrell.ln@mail.mil

Steps to Successful Time and Leave Administration

- Plan accordingly and prepare your leave (any) request ahead of schedule, follow supervisor expectations/guidelines for time and leave.
- Approval of hours of work and leave taken with required documentation.
- Review your LES every pay period and report any discrepancies to your supervisor for appropriate resolution.



DCPS Theater Support Office

Review the Time and Attendance USER manual prior to contacting your Customer Service Representative

<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/tnauserm.htm>

Clay Kaserne, BLDG 1543, Wiesbaden, GERMANY

The site will be open for 30 minutes for questions and also time for downloading files.

To receive a certificate please send an email to:

edgardo.burdios@us.army.mil

