



UNITED STATES MARINE CORPS

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BaseO P7420.3  
CR  
18 SEP 1997

BASE ORDER P7420.3

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR CIVILIAN PAY AND  
TIMEKEEPING SYSTEM (SHORT TITLE: SOP FOR CIVILIAN PAY AND  
TIMEKEEPING SYSTEM)

Ref: (a) Federal Personnel Manual Supplemental 990-2, Books  
610 and 630/CPIs 610 and 630  
(b) DOD Financial Management Regulation Vol. 8 Chapter 2  
and 3  
(c) Base Order 12630.1F  
(d) Master Labor Agreement

Encl: (1) Locator Sheet

Reports Required: I. Listing of Nonregular work schedules  
II. Signature Authorization (Form 14ND  
5512/29)

1. Purpose. To publish the policies and standards for the operation and maintenance of the Civilian Pay and Timekeeping System in accordance with the requirements of references (a) and (b). Reference (c) furnishes definitive guidance on leave and absence, while reference (d) sets forth the required procedures when changing work schedules.

2. Cancellation. ASO 7420.3C.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Certification. Reviewed and approved this date.

W.C. PEOPLES  
DEPUTY COMMANDER

DISTRIBUTION: B less Tenant Commands  
plus CR (4)

BaseO P7420.3  
178 SEP 1997

LOCATOR SHEET

Subj: SOP FOR CIVILIAN PAY AND TIME KEEPING SYSTEM.

Location:

\_\_\_\_\_  
(Indicate the location(s) of the copy(ies) (of this Manual.)

ENCLOSURE (1)

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

RECORD OF CHANGES

Log completed change action as indicated.

CHANGE NUMBER	DATE OF CHANGE	DATE RECEIVED	DATE ENTERED	SIGNATURE OF PERSON ENTERING CHANGE

# SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

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## SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

### INTRODUCTION

0001. PURPOSE. This Manual sets forth policies, procedures, guidance, and technical instructions for Base personnel in carrying out their responsibilities for payroll and timekeeping operations and publishes the controls necessary for compliance with requirements established by law.

0002. SCOPE. This Manual contains instructions and guidance implementing the broad regulatory policies derived from Federal Personnel Manual Chapter 610/CPI 610 and Chapter 630/CPI 630, Federal Personnel Manual Supplement 990-2, Book 610/CPI 610.S and Book 630/CPI 630.S, DOD Financial Management Regulation, Vol 8 and the current edition of BaseO 12630.1 and is binding upon all personnel engaged in civilian payroll and timekeeping activities for appropriated fund civilian personnel. Any deviations from these instructions must be authorized in writing by the Commanding General.

0003. RESPONSIBILITY. The AC/S Comptroller is responsible for the currency, accuracy, and completeness of this Manual. Recommendations for changes are invited and should be forwarded to that department.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CHAPTER 1

CIVILIAN PAYROLL SYSTEM

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# SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

## CHAPTER 1

### CIVILIAN PAY AND TIMEKEEPING SYSTEM

1000. FUNCTIONS. The payroll and timekeeping functions of the Civilian Payroll Branch in the Comptroller Department consists of processing time and attendance, changing pay, maintaining pay and leave records and submitting reports required in connection with payroll and timekeeping operations. In addition, procedures are established to provide effective controls and to ensure accuracy of payrolls and time reporting.

1001. REGULAR ADMINISTRATIVE WORKWEEK OR SHIFT, BASIC WORKWEEK OR SHIFT AND HOURS OF WORK. The regular administrative workweek or shift for a Base civil service employee is Sunday through Saturday. The basic workweek or shift is from 0730 to 1600, Monday through Friday, with 30 minutes allowed for lunch, normally between 1130 and 1200. A lunch period is non work time for which basic non overtime compensation is not payable. A scheduled lunch period is free from all duty obligations except for emergency situations. Supervisors may stagger the lunch period when the function being performed requires that normal service continue between 1130 and 1300.

1002. NON REGULAR WORKWEEK OR SHIFT. Department/Office heads may delegate the authority to establish work schedules of civil service employees to key supervisors. Department/Office heads and/or delegated supervisors are responsible for notifying affected employees when they require a non regular workweek or shift in the work unit.

1. Notification. Employees shall receive notification of any change in their basic workweek or shift prior to the beginning of the affected administrative workweek or shift. Supervisors may use an Administrative Action Form NAVMC 10274 to provide written notification if desired by the employee or the supervisor.

2. No lunch work shift. The non regular workweek or shift schedule may allow shifts to be scheduled without a lunch period. The employee may be permitted to eat lunch on the job, when it is possible to eat without stopping or interrupting the employee's work. The non regular workweek or shift schedule must indicate no lunch period is scheduled by certification on their employee's timecard.

1003. CHANGES TO SCHEDULED WORKWEEK OR SHIFT

1. Department/Office heads shall schedule the work of employees to accomplish the mission of the department or office. Employees' regularly scheduled workweek or shifts shall be scheduled so that they correspond with the actual work requirements of the organization.

2. When a department/office head knows in advance that the hours of the day or days of the week actually required of a particular employee in a particular administrative workweek or shift will differ from those required in the current administrative work week or shift, that employee's regularly scheduled work week or shift shall be rescheduled to correspond to the actual work requirements. Except when the department/office head determines that the organization would be seriously handicapped in carrying out its function or that costs would be substantially increased, the following principles apply:

a. Work schedules will be maintained as stable as is compatible with the actual work requirement of the organization.

b. Overtime work, whether scheduled or unscheduled, will be avoided whenever practical.

c. Employees will be given advance notice of changes in their regularly scheduled administrative workweek or shift. NAVMC 10274 may be used when written notification is appropriate.

d. The occurrence of holidays may not affect the designation of the basic workweek or shift for full-time employees.

1004. ALTERNATE WORK SCHEDULES (AWS). The objectives of AWS are to provide management the opportunity to improve the efficiency and productivity of operations, to enhance personnel recruitment and retention, and to allow employees the opportunity to improve their job satisfaction and quality of work life, while fully supporting mission accomplishment. Department/office heads may authorize the 5/4/9 schedule, employees work eight nine hour days, one eight hour day, and have one day off during a two week pay period. The day off is in addition to the normal "weekend" non-work days. The policies and procedures for implementing the 5/4/9 work schedule are in the following paragraphs.

1. The 5/4/9 work schedule is available to full-time employees within all or portion of a department if approved by the department head. Participation in the 5/4/9 schedule is voluntary for employees. Normally, start times shall be no earlier than 0630 nor later than 0800; quitting time shall be no later than 1730. Start and quit times normally shall be on the hour or 1/2 hour. Department 5/4/9 schedules shall be such that the mission or functions will be performed or available substantially during the basic work hours of the Base, 0730 - 1600, Monday through Friday.

2. Every effort will be made to comply with an employee's request for a 5/4/9 work schedule. However, the department head retains the right to setup or change any work schedule in order to avoid adverse impact on daily operations. This includes changing employees back to the basic 8-hour a day 5 days a week work schedule. Conflicts in scheduling will be resolved on the basis of mission accomplishment and seniority in the office. Once the department head approves 5/4/9 AWS

schedule within a department, the department head may permit immediate supervisors to effect temporary schedule changes to accommodate mission requirements and to make the decisions discussed in paragraphs 4 and 5 below.

3. A lunch break of 1/2 hour is non-pay time and is added to the 9/8-hour day. Lunch is normally taken in 1/2 hour increments between 1130 and 1300.

4. The department head or appropriate supervisor will determine on a case-by-case basis whether an employee will remain on AWS or revert to a basic workweek while on temporary duty (TDY) in a training status. Generally, employees on TDY will revert to the basic workweek and will continue to work that schedule for the entire pay period in which TDY occurs. Employees in a training status may be placed on the basic workweek for the entire pay period in which the training occurred, particularly if the training includes the regular day off under AWS, unless an alternative arrangement is approved by the department head or appropriate supervisor.

5. The department head or appropriate supervisor will determine on a case-by-case basis whether an employee will remain on AWS or revert to the basic workweek while on court leave.

6. Employees who are members of the National Guard or Armed Forces Reserve must revert to basic workweek for the pay periods while on military leave.

7. Department heads or appropriate supervisors may use the NAVMC 10274 to notify employees of schedule changes under AWS.

8. When excused absence is authorized for Federal employees during an employee's regularly scheduled day off, the employee will not be given equivalent time off at a later date. Current policies on excused time for brief absence and tardiness apply.

9. Overtime/compensatory time will be authorized in accordance with current procedures. Overtime/compensatory time must be requested and approved by the Comptroller/department head in advance of its being earned, except in emergencies. Employees working on their day off with such approval will receive overtime/compensatory time as appropriate. Exempt employees working on their day off without previously authorized overtime/compensatory time will not receive overtime pay or compensatory time for the hours worked that day.

10. Policies and procedures for requesting annual and sick leave remain the same except the amount of leave taken for the entire day will be recorded as the number of hours the employee is scheduled to work on that day.

11. Holiday hours will be the number of hours an employee is scheduled to work on the day on which the holiday falls. If the holiday falls on the employee's day off, the current rules for

determining the day off in lieu of the holiday apply, e.g., for a Friday holiday, the preceding workday will be observed as the holiday; for a Monday holiday, the following workday will be observed as the holiday. If an employee is directed to work on a holiday, holiday pay will be paid in accordance with current regulations.

12. Department head/supervisors may require employees to record arrival/departure on sign in/out sheets in addition to recording time and leave on timecards. This may be useful in accounting for and certifying attendance when employees start before or quit after the supervisor. If used, employees shall sign in and out in order of arrival or departure to indicate chronological order.

13. Any employee failing to comply with the spirit of AWS, abusing AWS privileges, or falsifying time and attendance records, may be prohibited from participating in the AWS program and may be subject to disciplinary action.

14. The quality, quantity, and timeliness of employee performance will be monitored in order to evaluate the effectiveness of the AWS program. If productivity declines or the mission is adversely impacted because of the AWS program, department heads may rescind the program within their department.

15. Department heads shall forward a copy of approved unit 5/4/9 work schedules to the Human Resource Officer who is tasked with maintaining and reporting information on the use of AWS to higher authority.

1005. PAY PERIOD AND PAYDAYS. A pay period is a period of two consecutive regular administrative workweeks or shifts. The Base will pay all civil service employees on Friday of the first week following the end of a pay period. All employees are required to have leave and earnings statements (LES) and paychecks mailed to a non work address, e.g. home, P.O. Box, financial institution, etc.. This command encourages all civilian and military personnel to enroll in the direct deposit program. This program is sponsored by the Secretary of the Navy and helps reduce most problems associated with administrative handling of paychecks on payday.

1006. PERSONNEL ACTIONS. Personnel actions affecting the pay of civil service employees shall normally be effective at the beginning of a pay period. Department/office heads may direct case-by-case requests for exceptions to this policy to the Human Resources Officer.

1007. HOLIDAYS

1. General. The following legal holidays have been designated for civil service employees:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

Any other full or fractional day which may be designated as a holiday by Federal statute or executive order.

2. Holiday Work. Work shall not be required of civil service employees on days observed as national holidays except the work required by emergency service. Emergency service is defined as that resulting in financial losses to the government.

3. Holiday Pay. Employees are entitled to the holiday benefits of either being excused from work without loss of pay or charge to leave, or receiving premium pay for work performed on the holiday, except as indicated below.

a. An employee will not receive holiday pay if the holiday occurs during a period of non-pay status both before and after the holiday.

b. Part-time employees are not entitled to holiday benefits except when prevented from working because of the observance of a holiday. Then they are entitled to pay for the number of scheduled hours they would have worked.

c. If an employee was scheduled to work and fails to report for work on a holiday, the employee will not receive pay for the holiday unless the absence is excused on the basis of warranted circumstances.

d. If an employee is entitled to overtime pay for work on a holiday, overtime pay is paid instead of the holiday premium pay.

4. Holidays falling on Non work Days. When the employee's basic workweek or shift is Monday through Friday and a holiday occurs on Saturday, Friday shall be considered the legal holiday. When an employee's basic workweek or shift includes Saturday and a holiday occurs on Saturday, the legal holiday for that employee is Saturday. When a holiday occurs on Sunday, the next workday of the basic workweek or shift is observed as the holiday. When Sunday is a workday within the basic workweek or shift, the holiday is observed on Sunday. When a holiday falls on a Monday and Monday is a non work day, the holiday is observed the next work day Tuesday, e.g., employees working Tuesday - Saturday.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

ADMINISTRATIVE ACTION (5216)  
 NAVMAC 10274 (REV. 4-72)  
 Previous editions will be used.  
 SH: 0000-003-0903 U/I: PD (100)

1. ACTION NO.	2. SSIC/FILE NO.
3. DATE	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O, etc.) Accounting Officer (title of requesting authority)		5. ORGANIZATION AND STATION (Complete address) Marine Corps Base, Hawaii Kaneohe Bay, Hawaii 96863-5000 (Department)	
6. VIA (As required) (Title of Department Head)			
7.  TO: Jane L. Doe (name of individual) GS-09 (grade) 11F-22-3333 (social security number)		8. NATURE OF ACTION/SUBJECT Notification of Nonregular Workweek or Shift	
		9. COPY TO (As required) Comptroller	
10. REFERENCE OR AUTHORITY (If applicable) (a) Base Order P7420.3		11. ENCLOSURES (If any) N/A (If there is no enclosure; if list of employees, identify in this space and either attach list or list individual names.)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording—type name of originator and sign 3 lines below text)

1. In accordance with the reference, you are hereby notified of the following workweek or shift schedule:

- a. Effective date: 15 August 1996
- b. Nonregular workweek: Monday - Friday
- c. Nonregular shift: 0800 - 1630

J.B. Harris  
 1st LT., USMC  
 (name and rank of requestor)

Format of an Administrative Action (NAVMAC 10274) from supervisor requiring a non regular workweek or shift to appropriate Department or Office Head.

Figure 1-1.--NAVMAC 10274 Administrative Action from Supervisor

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

**DCPS PROJECTED HOLIDAYS**

DCPS projects holidays for all employees on fixed schedules, which are Alternative Work Schedule (AWS) codes of 0 and 6. The following is a table with the projected holidays and an explanation on its use.

To use the table, find the right combination of employee non work days under the "RDO" column. If the actual holiday falls on one of the non workday combinations, go to the "Projected Holiday" column for the employees authorized holiday.

<b>RDO</b>	<b>HOLIDAY FALLS ON</b>	<b>PROJECTED HOLIDAY</b>	<b>HOLIDAY FALLS ON</b>	<b>PROJECTED HOLIDAY</b>
Sunday-Monday	Sunday	Saturday	Monday	Tuesday
Monday-Tuesday	Monday	Sunday	Tuesday	Wednesday
Monday-Wednesday	Monday	Tuesday	Wednesday	Thursday
Monday-Thursday	Monday	Tuesday	Thursday	Friday
Monday-Friday	Monday	Tuesday	Friday	Saturday
Monday-Saturday	Monday	Tuesday	Saturday	Sunday
Tuesday-Wednesday	Tuesday	Monday	Wednesday	Thursday
Tuesday-Thursday	Tuesday	Wednesday	Thursday	Friday
Tuesday-Friday	Tuesday	Wednesday	Friday	Saturday
Tuesday-Saturday	Tuesday	Wednesday	Saturday	Sunday
Tuesday-Sunday	Tuesday	Wednesday	Sunday	Monday
Wednesday-Thursday	Wednesday	Tuesday	Thursday	Friday
Wednesday-Friday	Wednesday	Thursday	Friday	Saturday
Wednesday-Saturday	Wednesday	Thursday	Saturday	Sunday
Wednesday-Sunday	Wednesday	Thursday	Sunday	Monday
Thursday-Friday	Thursday	Wednesday	Friday	Saturday
Thursday-Saturday	Thursday	Friday	Saturday	Sunday
Thursday-Sunday	Thursday	Friday	Sunday	Monday
Friday-Saturday	Friday	Thursday	Saturday	Sunday
Friday-Sunday	Friday	Saturday	Sunday	Monday
Saturday-Sunday	Saturday	Friday	Sunday	Monday

Figure 1-2.--Sample of DCPS Projected Holidays

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CHAPTER 2

OVERTIME

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# SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

## CHAPTER 2

### OVERTIME

#### 2000. OVERTIME WORK

##### 1. Definitions

a. Exempt employees are excluded from the provisions of the Fair Labor Standards Act (FLSA) of 1974 (Public Law 93-259), but are subject to the provisions of Title 5, United States Code (USC).

b. Nonexempt employees are subject to the provisions of the FLSA. Determinations as to exempt and nonexempt status are made by the HRO.

c. Overtime work for a full time exempt or nonexempt employee is any work in excess of 40 hours in an administrative workweek or shift, work in excess of eight hours per day of the administrative workweek or shift, whichever is the greater number of overtime hours, provided the overtime worked is at least 1/4 of an hour. Exception: To an employee on an AWS only hours of work in excess of the specified hours in a day that constitute the alternate work schedule will be deemed to be overtime hours.

d. Overtime work for an intermittent employee (one employed less than full-time without a prescheduled regular tour of duty) and for a part-time employee (one who has a prescheduled tour of duty less than 40 hours a week) applies to each 1/4 hour of work in excess of eight hours a day.

2. Department Head's Responsibility Under FLSA. The FLSA does not alter the responsibility of management to make efficient use of money and manpower resources. Department heads cannot accept the benefits of a nonexempt employee's work without compensating the employee for that work. Under the FLSA, any overtime performed by a nonexempt employee, prior to or after the established shift hours or during the prescribed lunch period shall be paid if the supervisor knows work is being performed. The FLSA provides that an employee can seek relief directly from the courts for overtime performed for which nonexempt employees feel they have not been properly compensated. Claims may be filed within a two-year time frame or three years if there is evidence of malice.

##### 3. Hours Worked Under FLSA

a. The basic rules for "hours worked" in general, include all the time an employee is required to be on duty, on the base or at a prescribed workplace, and all the time during which the nonexempt employee is "suffered or permitted" to work for the Base. Hours in a paid non-work status are considered to be hours of work under the FLSA.

b. The following examples are not intended to be all inclusive, but are furnished as a guide to supervisors for determining "hours worked" for nonexempt employees under the FLSA:

(1) Time spent traveling while on TAD is considered as "hours worked" on regular workdays during normal work hours and also during the corresponding hours on non work days. Thus, if an employee regularly works from 0730 to 1600 from Monday through Friday, the time spent traveling during these hours is work time on Saturday and Sunday.

(2) Bona fide meal periods are not considered "hours worked". The employee must be completely relieved from duty for the purpose of eating regular meals. When an employee's meal periods are uninterrupted, except for rare and infrequent emergency calls, the meal periods can be excluded from working time. On the other hand, if the meal periods are frequently interrupted by calls to duty, the employee would not be considered relieved of all duties and all the meal periods must be counted as "hours worked". If an employee is completely freed from duties during meal periods, it is not necessary that the employee be permitted to leave the premises for the time to be excluded from work time.

4. Overtime Entitlement Under FLSA. Overtime entitlement under the FLSA does not begin to accrue until the nonexempt employee has completed 40 hours of actual work in a week. If all the employee's work in excess of 40 hours in the workweek or shift was "suffered or permitted" overtime work under the FLSA, the employee is entitled to overtime pay solely under FLSA.

5. Call back Overtime. When an employee is required by proper authority to return to the place of employment at a time other than and unconnected with the employee's scheduled hours of work during the basic workweek or shift and performs unscheduled overtime work of less than two hours, the employee shall be paid a minimum of two hours of overtime pay.

6. Rates

a. Under Title 5. For General Schedule (GS) employees, the hourly rate for regular pay (base pay only) shall be multiplied by 1-1/2 to derive the overtime hourly rate, except where the basic annual rate exceeds the minimum rate for GS-10. If the basic annual rate exceeds the minimum rate for GS-10 the overtime hourly rate of compensation shall be the hourly rate for GS-10, Step 1 multiplied by 1-1/2, subject to the limitations applicable to aggregate compensation. Section 5547 of Title 5 provides that additional compensation (night pay differential, overtime pay, and compensation for Sunday and holiday work) under the act may be paid only to the extent that it does not cause the aggregate compensation for a biweekly pay period to exceed the rate of the maximum step of GS-15. For Wage employees, the hourly overtime rate is the scheduled rate of pay plus entitled differential or additional pay, plus an overtime

premium of 50% of the total pay earned for the basic eight-hour day divided by eight. There is no legal limitation on the total amount of premium pay that a Wage employee may receive.

b. Under FLSA. The regular rate is computed by adding all pertaining payments made for all hours of work for the week, and then dividing by the total hours of actual work. The employee is then entitled to an additional one-half the regular rate for each hour worked beyond 40 hours for the week. This amount is added to the first sum and result is the total amount due to the employee for the week under the FLSA.

7. Overtime Pay for Time in Travel Status. Employees, both GS and Wage, shall be paid for time in travel status outside of the regular work schedule if the travel is performed under the following conditions:

a. The travel involves the performance of work while traveling; i.e. a safety officer accompanying a patient in an ambulance enroute to the hospital in order to establish facts pertinent to an accident.

b. Travel which results from an event, including training, which could not be scheduled or controlled administratively (any event over which no agency of the Federal Government has control over).

(1) Payment of questionable cases must be withheld until the facts can be presented to higher headquarters for guidance. Prior to payment of overtime for employees in a travel status, written detailed justification must be submitted to the Commanding General for approval. Travel time shall, to the maximum extent practicable, be scheduled within an employee's regularly scheduled workweek or shift. However, in some cases, planning or scheduling will not preclude the requirement for an employee to travel outside the regularly scheduled workweek or shift. If this occurs, the employee will be compensated in accordance with the above provisions.

7. Overtime, Holiday Work, and/or Leave While on Temporary Additional Duty (TAD). If any civil service employee executing TAD orders works overtime, works during a holiday, or takes annual or sick leave, the individual shall be responsible for the following requirements:

a. Overtime or Holiday Work. An authenticated letter shall be prepared citing the hours and the reasons for overtime or holiday work, and any other pertinent information deemed necessary. The letter and biweekly Time Card shall be sent to the Comptroller department within three working days following the performance of overtime/holiday work, or return from TAD.

b. Leave. If actual annual leave taken is different from the amount reported the authenticated Biweekly Time Card, an Application for Leave (SF71) shall be prepared and submitted to the Civilian Payroll Branch upon return. If sick leave was taken, a SF71 shall be submitted in accordance with BaseO 12630.1.

9. Prohibition on Overtime and other Premium Pay to Employees While Assigned for Training. Premium pay for overtime, night, holiday, or Sunday work of an employee may not be paid while assigned for training, regardless of whether the employee's eligibility for overtime pay is based on provisions of Title 5 or FLSA. However, there are certain exceptions to this prohibition as outlined in the Federal Personnel Manual, Chapter 610.S1.

10. Overtime and Lunch Period. When an employee is required to perform overtime work on a nonscheduled workday and the overtime duty extends beyond the time normally designated as the lunch period, the tour of overtime duty shall include a lunch period for which no overtime compensation is payable. The Overtime/Compensatory Time Request and Authorization, NAVCOMPT 2282 (Figure 2-10) must cite if an employee performs overtime work on a nonscheduled workday and does not observe a lunch period.

2001. APPROVAL OF OVERTIME. Overtime, whether scheduled or unscheduled, shall be restricted to: emergencies involving possible loss of life or property, maintenance of vital service, or urgent schedules and deadlines. Overtime shall be limited to cases of real necessity and where substantial savings can be clearly demonstrated.

1. Methods of Requesting and Approving Overtime. Requests for overtime require advance written approval by the Comptroller, except when the exigency of the situation prevents prior approval in which written approval will be accomplished not later than the first normal working day after the work. All requests will state why the work cannot be performed during normal working hours. Any of the methods outlined below may be used to request overtime:

a. Daily Basis. NAVCOMPT Form 2282, shall indicate social security number, name, date and number of hours to be worked by each employee.

b. Pay Period Basis. NAVCOMPT Form 2282 for a biweekly pay period shall indicate social security number, name, date, and the number of hours to be worked by each employee on each date for a pay period.

c. Specific Job Basis. A memorandum overtime request will estimate the number of hours of overtime to be worked during a specific period (not in excess of a fiscal quarter) for a specific task within the department or office. If approved, the actual hours shall be controlled by the requesting department or office head to preclude over-expenditure and a NAVCOMPT Form 2282 shall be submitted to the Civilian Payroll Branch for each pay period. Reference to the memorandum which approved the projected overtime estimate will be made in the "Justification" block of the 2282.

2. Overtime/Compensatory Time Request and Authorization. Follow these general, guidelines when requesting overtime authorization:

a. Department heads will submit NAVCOMPT Form 2282 to the Comptroller for approval prior to the commencement of work.

b. The Comptroller will review the request for overtime and forward it to the Civilian Payroll Branch. If funds are not available for the requested overtime, the Comptroller will return it to the originator. Requests for overtime which are approved will be returned to the originator for annotation of the actual overtime hours performed.

c. When overtime has been completed, the overtime requests shall be returned to the Civilian Payroll Branch not later than 0830 the Monday following the close of the pay period. Payment of overtime shall not be made unless the authorization request has been returned. Requests arriving at the Civilian Payroll Branch after 0830 on Monday will not be processed until the following pay period.

## 2002. COMPENSATORY TIME

1. Definition. In lieu of overtime pay for occasional approved overtime work, employees may be granted compensatory time off from work equal to the amount of time spent during the overtime duty. If compensatory time off is granted in lieu of overtime pay for a "call back" situation, a minimum of two hours compensatory time shall be granted to the employee. Compensatory time may not be granted for overtime work that is not approved, but is performed solely under the "suffer or permit" concept of the FLSA.

2. Applicability. Compensatory time applies to exempt employees and under certain circumstances, to non-exempt employees. Non-exempt GS employees may be authorized compensatory time under Title 5, but not under the FLSA. Wage employees may at their request, be granted compensatory time off instead of overtime pay for time spent in irregular or occasional overtime work.

3. Compensatory Time Ordered or Approved for Exempt Personnel. The procedures which apply to justification and approval of paid overtime also apply to compensatory time. Since no additional funds are involved for compensatory time, department or office heads may approve compensatory work. Compensatory work shall be requested in advance by NAVCOMPT Form 2282 listing employee's name and social security number, the date, hours, and justification. Compensatory work which is not approved in advance, must be approved in writing by the department or office head the next working day after the work has been performed. All NAVCOMPT Form 2282 will be submitted to the Civilian Payroll Branch within two working days after work has been performed or prior to submission of Biweekly Time Cards reporting the work performed. This form will be the authority to post to the employee's leave record.

4. Exempt Employee's Right to Choose Between Compensatory Time and Overtime pay. GS exempt employees whose rate of pay is below that of

GS-10, Step 10, are entitled to choose between overtime pay and compensatory time for all authorized overtime work performed. The employee who elects compensatory time in lieu of overtime pay shall indicate such election by signature on NAVCOMPT Form 2282. Management may require an exempt employee whose rate of pay is above GS-10, Step 10, to receive compensatory time vice overtime pay.

5. Compensatory Time off for Nonexempt Employees. GS nonexempt employees may be permitted compensatory time off from a scheduled tour of duty instead of payment under FLSA for an equal amount of time spent in irregular or occasional overtime work i.e., overtime work not scheduled in advance of the employee's work week.

6. Accumulation and Liquidation

a. An employee may not accumulate more than 80 hours of compensatory time.

b. Compensatory time off must be granted to an employee within a reasonable time after the compensatory time is worked. The limit for the use of compensatory time off is the end of the 26th pay period after that in which the compensatory time was worked. The unused compensatory time worked will then be paid at the overtime rate at which it was earned.

c. Compensatory time off will be supported by a SF 71.

7. Reporting Compensatory Time/Leave. When GS employees choose compensatory time in lieu of overtime the compensatory time worked will be reported on the Biweekly Time Card.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

OVERTIME/COMPENSATORY TIME  
REQUEST AND AUTHORIZATION (7410)

FROM: SUPPLY OFFICER				DATE: Jul 16 97		
TO: COMPTROLLER				VIA:		
It is requested that authorization be given for the following employees to perform work as indicated and justified below: See SECNAVINST 7000.11 for additional information. <input checked="" type="checkbox"/> OVERTIME <input type="checkbox"/> COMPENSATORY TIME <input type="checkbox"/> CREDIT HOURS RELIGIOUS COMPENSATORY <input type="checkbox"/> ADVANCE RELIGIOUS COMPENSATORY TIME						
PAY NUMBER	FLSA STATUS <small>*SEE LEGEND BELOW</small>	TYPE OF OVERTIME	NAME (Last, First, Middle Initial)	NUMBER OF HOURS	DATE(S)	(From) (To)
111-22-3333	N	1	ADAMS, JOHN Q.	6.0	Aug 15 97	Aug 15 97
444-55-6666	N	1	JONES, BYRON A.	6.0	Aug 15 97	Aug 15 97
777-88-999	N	1	BROWN, DAVID K.	6.0	Aug 15 97	Aug 15 97
JOB ORDER NO. M00318B4B0BQ11122141		WORK ORDER NO.		LOCATION FUEL DIVISION		
JUSTIFICATION WHY THE OVERTIME OR COMPENSATORY TIME WORK CANNOT BE ACCOMPLISHED DURING NORMAL WORKING HOURS: (Not required for Religious Compensatory Time). THE BARGE "HUI MANA" IS SCHEDULED TO ARRIVE AT 0800 ON 15 AUG 97 TO OFF LOAD APPROXIMATELY 26000 BBLs OF JET FUEL (J P-5)						
SIGNATURE: (Requestor) E. BROTHERS, CDR, USN				TITLE: SUPPLY OFFICER		
AUTHORIZATION: REQUEST IS <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		SIGNATURE (Approving authority) (COMPTROLLER)		DATE:		
NOTE: IF THIS REQUEST WAS NOT APPROVED IN ADVANCE OF THE TIME WORKED, ADD JUSTIFICATION FOR APPROVAL AFTER THE FACT.						
* LEGEND:		FLSA STATUS N = NONEXEMPT E = EXEMPT	TYPE OF OVERTIME 1 = REGULARLY SCHEDULED OVERTIME 2 = IRREGULAR OVERTIME	NOTE:  THIS REQUEST MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.		

NAVCOMPT FORM 2282 (2-83) (Formerly NAVEXOS 4377) S/N 0104-LF-702-2820

Figure 2-1.--NAVCOPT 2282 (Rev 2-83) Overtime/Compensaory Time Request and Authorization (7410).

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CHAPTER 3

DEDUCTIONS

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# SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

## CHAPTER 3

### DEDUCTIONS

#### 3000. DEDUCTIONS FROM BASIC PAY

1. Retirement. Employees covered by the Civil Service Retirement System (CSRS) contribute 7% of their basic pay to the retirement fund. Employees under the Federal Employee Retirement System (FERS) contribute .80% of their basic pay to the retirement fund to participate in the Basic Benefit Plan tier of FERS.

a. Basic pay for retirement purposes includes:

(1) The base pay of the position as fixed by law or regulation.

(2) Additional pay for the specific positions or particular classes of work as indicated in the Federal Personnel Manual Chapter 610/CPI 610 and Chapter 630/CPI 630.

(3) Additional pay for night work to Wage employees.

b. Basic salary for retirement purposes excludes:

(1) Overtime pay.

(2) Lump-sum payments.

(3) Additional pay to GS employees.

(4) Holiday premium pay.

(5) Cost of living allowance (COLA) for GS employees.

2. MEDICARE Deduction. Employees covered under CSRS and FERS contribute to MEDICARE. This deduction is based on 1.45% of the hourly basic rate of pay multiplied by the number of hours worked in the biweekly pay period.

3. Federal Insurance Contribution Act (FICA). Employees covered under FERS and other employees not covered by CSRS pay the FICA tax (Social Security) at the prevailing rates.

4. Federal Employees Health Benefits Act. Upon receipt of the completed health insurance forms from HRO, the Civilian Payroll Branch will view withholding and agency contributions effective with the pay period during which the employee is enrolled.

#### 5. Federal Employees Group Life Insurance

a. The Civilian Payroll Branch will view payroll deductions from

civil service employees participating in the Federal Employees group Life Insurance Plan.

b. Regular Insurance. Every insured employee whose annual salary, excluding COLA in the case of GS employees, is \$8,000 or less is covered for \$10,000 of regular insurance. For employees whose annual salary is over \$8,000, coverage extends to the next higher thousand plus \$2,000, up to a maximum of \$136,000. The employee contribution for this coverage is automatically deducted from salary checks unless coverage is waived by filing Standard Form 2817. Once a waiver is filed, it cannot be canceled until at least one year after the effective date of the waiver and unless, at that time, the employee is under age 50 and can present satisfactory medical evidence of insurability. (Contact HRO for the appropriate procedures.)

c. Optional Insurance. All employees who are covered by regular insurance are eligible for optional additional insurance. (Contact HRO, Employment Branch personnel, for information on the types of optional coverage available.) The full cost of the optional insurance will be paid by employees. Cost of the optional insurance each pay period is determined by age bracket. The cost increases when a new age bracket is reached.

6. Withholding of Federal Income Taxes on Wages. The Civilian Payroll Branch will withhold federal Income Tax on wages of civil service employees in accordance with applicable sections of the Internal Revenue Code.

7. Hawaii State Income Tax. This tax on wages of civil service employees is withheld in accordance with the Hawaii Legislature Act I Special Session law of 1957, as amended. The amount of tax withheld is determined by use of a mechanized percentage method based on the number of dependents claimed on employee Withholding Exemption Form (Form HW4).

8. Bond Deductions. Authorization for Purchase and Request for Change, Standard Form 1192, will be submitted by civil service employees to start, change, or cancel a payroll savings account for U.S. Savings Bonds, Series EE. Deductions must be in equal parts of the issue price of a bond with a minimum deduction of \$5 for the biweekly pay period. Payroll deductions are effected every two weeks upon receipt of a signed Standard Form 1192. Bonds are mailed by the DFAS-Denver Center, to each individual employee.

9. Voluntary Allotments for Payment of Union Dues to Employee Organizations. The Civilian Payroll Branch will withhold union dues for payment to the authorized employee organization at this Base, upon receipt of a Standard Form 1187 (Voluntary Allotment of Compensation for Payment of Employee Organization Dues). The deduction will become effective the first pay period beginning after the form is received by the Civilian Payroll Branch. Standard Form 1188 (Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues) may be obtained from the Civilian Payroll

Branch or HRO. An employee may request revocation of an allotment no earlier than 90 days before the anniversary date. Revocations must be received on or before the anniversary date of when the employee began to have dues withheld and will be effective beginning with the first pay period following the employee's anniversary date. A copy of the revocation will be sent to the union by the Civilian Payroll Branch. An allotment for payment of dues shall automatically be terminated under the following conditions:

- a. The employee leaves the command.
- b. Upon loss of exclusive recognition by the labor organization.
- c. The agreement providing for dues withholding is suspended or terminated by an appropriate authority outside the DoD.
- d. The employee has been suspended or expelled from the labor organization.
- e. The employee ceases to be a member of the bargaining unit.

10. Voluntary Deductions for Settlement of Consolidated Debts. Any full-time employee may authorize a voluntary deduction from the liquidation of debts that have been consolidated by court action under Chapter XIII of the Bankruptcy Code (Title 11, USC).

11. Savings Allotments. Civilian employees may authorize two deductions in whole dollar amounts, to be remitted to the financial organization for deposit to a savings account. Authorization for such deductions will be accomplished on a SF 1198 (Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization), initiated by the employee and approved by the financial organization.

12. Charity Contributions. Any full-time employee may authorize a voluntary allotment with \$1 minimum deduction from pay for charity contributions to a CFC. An employee may submit a written request to revoke the charity contribution allotments at any time. Deductions will commence with the first pay period beginning in January.

13. Garnishment of Pay for Collection. Salaries for civil service employees are subject to court-ordered garnishment or attachment. Garnishment or attachment exclude amounts deducted for Federal or State Income Tax withholding, civil service retirement, Federal Insurance Contributions Act, Health and Life Insurance deductions, other deductions required by law and regulations to be withheld, including properly determined indebtedness to the United States. Cancellations are automatic either at date of separation from the Base, upon death of the employee, or upon notification that the legal process is terminated. Court orders are honored for the categories described below.

- a. Child Support/Alimony. Upon receipt by the Comptroller

Department of a garnishment or an attachment order, the employee concerned will be advised of the garnishment or attachment order, and its effect on the employee's pay. The Civilian Payroll Branch will withhold from the employee's pay, the amount required and request payments to the person specified in the order. The employee cannot stop the payment. Deductions for child support or alimony payment will be made each pay period.

b. Federal Taxes. Upon receipt by the Comptroller Department of a Notice 110A (12/76) from the Internal Revenue Service (IRS) the employee identified thereon shall be requested to report to the Civilian Payroll Branch within three working days. In cases where of a Notice 668W (7/96) from the Internal Revenue Service (IRS), known circumstances (leave, TAD, etc.) prevent completion of this form, the Civilian Payroll Branch will request guidance from the IRS District Office which issued the levy. Dependents will be certified by the employee on the Statement of Personal Exemptions, IRS Form 668P.

3001. COST OF LIVING ALLOWANCE. COLA is payable to GS employees officially stationed in Hawaii and subject to certain conditions prescribed in the Federal Personnel Manual, Chapter 591.4. The COLA rate authorized may be increased or decreased without advance notice. Whenever COLA is specified in a recruiting bulletin, examination announcement, statement of living and working conditions, a letter tendering employment, or Standard Form 50, the following statement should be included: "COLA is subject to change without notice".

3002. PAY INCREMENTS/PAY PERCENTAGE

The Pay Increments/Pay Percentage shall be implemented as follows:

<u>TABLE</u>	<u>PAY PERCENTAGES</u>
Regular time	One half hour
Overtime	One quarter hour
Compensatory time	One quarter hour
Environmental Differential Pay (H)	High degree hazard pay is 8% of 2nd step, WG 10 hourly rate.
Environmental Differential Pay (L)	Low degree hazard pay is 4% of 2nd step, WG 10 hourly rate.
Environmental Differential Pay, High Work	Pay for high work is 25% of 2nd step, WG 10 hourly rate.
Second Shift Differential	For Wage employees, the rate is 7.5% of the individual employee hourly rate. For GS employees, the rate is 10 percent of the individual employee hourly rate.

Third Shift Differential	For GS and Wage employees, the rate is 10% of the individual employee hourly rate.
Sunday Premium Pay	For GS and Wage employees the rate is 25 % of the individual employee hourly rate.
Holiday Premium Pay	For GS and Wage employees, the rate is 100% of the individual employee hourly rate.

3003. ATTENDANCE. Each department head is responsible for the proper recording of attendance on the Biweekly Time Card, Format 1 (Rev 3/90), and the use time clocks. The Biweekly Time Cards, leave applications and labor distribution cards/sheets must be accurate, legible, and certified for correctness so that the exact pay status of an employee may be readily determined. Biweekly Time Cards will be delivered to the Civilian Payroll Branch not later than 0900 on the last Friday of the pay period. Biweekly Time Cards for personnel working overtime or weekend shifts must be delivered by 0800 on the following Monday. Sort Biweekly Time Cards by work center and put them into Social Security Number sequence before delivery to the Civilian Payroll Branch.

1. Authorization of Persons to Certify or Approve Pay and Leave Records. Department heads will submit a Signature Authorization of Cancellation of or Changes To, (Form PH-GEN-5512/29 (Rev 3/90), Figure 3-1, for each civilian or military person authorized to certify correctness of attendance data on the Biweekly Time Card and to grant leave to employees. When an individual is separated from a department or office or is no longer authorized, furnish the Civilian Payroll Branch copy of Form PH-GEN-5512/29 (Rev 3/90) revoking such authority.

2. Certification of Attendance on Biweekly Time Cards. The employee's supervisor must certify each Biweekly Time Card. The supervisor must sign in black in the section above the "Authorized Signature" as shown in Figure 3-2. In the supervisor's absence any supervisor who possessed knowledge of the employee's actual attendance may certify the Biweekly Time Card. The use of facsimile signatures or initials for certifying Biweekly Time Cards is prohibited. It must be emphasized that once the Biweekly Time Card is certified, all responsibility for data reflected thereon rests with the person signing the certification statement. By certifying the card, a person attests that all the data on the card is true and correct.

3. Recording of Attendance. Department heads shall designate supervisory personnel to ensure that accurate "clocking in or out" is recorded at each clock station and that individual employees are recording their own time. The name and title of each responsible supervisor shall be submitted in writing to the Comptroller. The

Comptroller shall ensure that periodic observations of clock stations are conducted by the Internal Resource Evaluation Analysis Officer (RE&A). Supervisors shall report any clock failures to the RE&A Officer. When time clocks are not used, the Biweekly Time Cards will indicate the hours of attendance and absence. Entries to the Biweekly Time Cards may be made by employees at the discretion of the supervisor. However, the certification must be done by the supervisor or other authorized official. Pencil entries, erasures and correction tape are not acceptable. If errors are made on Biweekly Time Cards, draw a line through the entry and initial each correction. Figure 3-3 shows a properly recorded Biweekly Time Card.

4. Detail Marking of Biweekly Time Cards. All GS and Wage personnel employed on this Base shall utilize the Biweekly Time Card provided by the Civilian Payroll Branch. Format of the card is delineated below with numbers corresponding to those shown in Detailed Marking of Biweekly Time Card, Figure 3-4:

- a. Employee ID. (1) The employee's social security number.
- b. Dist Center. (2) Four digit code as assigned by the department to provide a means of physical distribution of Biweekly Time Cards.
- c. Period Ending. (3) The last day of a 14 day period ending on every other Saturday.
- d. Employee Name. (4) The last name, first name and middle initial of the employee.
- e. Premium Pay/Exception Code. (5) A two digit code is used to identify types of premium pay. These codes are:

<u>CODE</u>	<u>DESCRIPTION</u>
RS	Second Shift Differential
RT	Third Shift Differential
FD	Poisons High Degree
ED	Dirty Work
EE	Cold Work
OU	Overtime
EB	High Work
HG	Holiday Premium Pay (Graded)
HF	Holiday Premium Pay (Ungraded)

SF Sunday Work Pay

f. Leave Code. (6) A two-digit code is used to identify different types of leave. These codes are:

<u>CODE</u>	<u>DESCRIPTION</u>
LA	Annual Leave Taken
LS	Sick Leave Taken
LB	Advance Annual Leave
LG	Advance Sick Leave
CE	Compensatory Time Earned
CT	Compensatory Time Taken
LM	Military Leave Taken
LN	Administrative/Excused Absence (Indicate type of absence, i.e., Vote, Blood Donation (BD))
KA	Authorized LWOP Taken
KC	Unauthorized LWOP Taken (AWOL)
KD	Occupational LWOP/Office of Federal Employment compensation (OFEC)
KB	Suspension
KF	Part Time/Intermittent/New Hire/Terminations (Nonscheduled hours of part time/intermittent employees for a total of 80 hours per pay period)
LC	Jury duty/Court Leave
LT	Traumatic Injury (Limited to 45 calendar days based on 8 hour day, 7 day week).

5. Examples. The examples of Biweekly Time Cards depicted in sample 3-2 through 3-10 are to be used as a guide. Refer questions concerning the proper coding of any situation to the Civilian Payroll Branch (257-5857).

6. Leave. BaseO 12630.1 sets forth the policy and procedures governing absence and leave for civil service employees and outlines the responsibilities of employees, supervisors, and department heads. The Defense Civilian Pay System (DCPS) provides the employee with a leave statement each payday. A Leave Usage Report is provided to the department head every pay period for use as a tool in the proper

administration of leave. The information on the report will reflect the same data as the employee's leave statement and is for management use. All absences and leave of civil service employees must be recorded in the appropriate space on the Biweekly Time Card. Sick leave, leave without pay, military leave, compensatory time off, court leave, or restored leave will be supported by a completed SF 71 and other supporting documents as required. Time card entries for annual leave will be initialed by the employee. Annual leave may be supported by a completed SF 71 in lieu of initials on the time card when leave covers the entire pay period or when an employee is away from the worksite on a combination of leave and TAD or training for the entire pay period. Supervisors will ensure that all approved applications for leave and supporting documents are forwarded to the Civilian Payroll Branch with the Biweekly Time Cards. Tardiness up to 59 minutes may be excused for adequate reasons. All excused tardiness and absences must be noted on the Biweekly Time Card above the appropriate entry by the symbol "EX" to be followed by the initials of the person who is authorized to sign the card.

a. Changing Annual Leave to Sick Leave. Annual leave taken will be changed to sick leave only if the employee submits a SF 71 in accordance with the requirements set forth in BaseO 12630.1.

b. Changing Sick Leave to Annual Leave. Once the SF 71 has been submitted to the Civilian Payroll Branch, the changing of sick leave to annual leave is prohibited.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

NAME (Type in full)	NAME	SAMPLE SIGNATURE (In ink)	INITIAL
FORD, J.	Captain		
ACTIVITY	DEVISION AND BRANCH	FILE OR BADGE NO.	
MCB Hawaii, Kaneohe Bay	Fuel Branch, Supply	234-43-5075	
TO: COMPTROLLER	DATE		
FROM: SUPPLY	26 August 1996		

MARK "X" IN ONE ONLY →  Authorization is granted as indicated below to the above individual. Required number of signature cards are submitted.  
 Authorization as indicated below is cancelled for the above individual.  
 Changes as indicated below are to be made to previous authorizations for the above individual.

TYPES OF AUTHORIZATIONS	AUTHOR-IZED	NOT AUTHOR-IZED	TYPES OF AUTHORIZATIONS	AUTHOR-IZED	NOT AUTHOR-IZED
SIGN STUB REQUISITION			SIGN CERT. FOR PROCUREMENT OF NON-STANDARD MATL		
REQUEST FOR SELF-DRIVEN VEHICLE					
HOME WORK REQUEST					
DUPLICATING AND PRINTING REQUEST			SIGN PROPERTY PASSES WITH PROPERTY PASS		
CIVILIAN PERSONNEL FOLDERS WITHDRAWALS			STAMP NO. _____		
PICK-UP AND RETURN WORKING KEYS			RELEASE DISPATCHES - Subject to limitations		
DISPATCHING ACTIVITY ASSIGNED VEHICLES			under remarks		
PLACE TROUBLE CALLS (Maintenance work)			REMARKS		
APPROVE AND CERTIFY CORRECTNESS OF ALL ENTRIES ON TIME CARDS	X				
APPROVE SICK LEAVE APPLICATIONS	X				
CERTIFY CORRECTNESS OF LABOR DISTRIBUTION CARDS	X		SUBMITTED BY	APPROVED	
EXCUSE TARDINESS	X		M. Lee	E. Brothers, CDR, USN	

SIGNATURE AUTHORIZATION OF CANCELLATION OF OR CHANGES TO

PH-GEN-5512/29 (Rev. 10-85)  
11L-0193-LF-001-1201

Figure 3-1.--PH-GEN-5512/29 (Rev 10-85) Signature Authorization of cancellation of or changes to.



SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY				EMPLOYEE ID		
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN						
MON	0730	1600				
TUE	1200	1600			LA	4.0
WED	0730	1030			LS	5.0
THU	0730	1130	1300	1600	LA	1.0
FRI	HOLIDAY					
SAT						
SUN						
MON	0730	1130			LN	4.0
TUE	0730	1600	1600	1700	CE	1.0
WED	0730	1500			CT	1.0
THU	0930	1600			KA	2.0
FRI					LA 4.0	LS 4.0
SAT			0900	1300	OX	4.0

Day Off

Worked All Day

0730 to 1130 Annual Leave and Worked 1200 to 1600

Worked 0730 to 1030 and Sick Leave 1030 to 1600

One Hour Annual Leave Midday

Holiday (did not work)

Day Off

Day Off

Worked 0730 to 1130 and Blood Donation 1200 to 1600

Worked 0730 to 1700 and earned 1 hour Compt Time

Worked 0730 to 1500 and used 1 hour Compt Time

LWOP (Leave without Pay) 0730 to 0930 and worked 0930 to 1600

Both Annual and Sick Leave Used

Overtime Worked

FORMAT 1

EMPLOYEE ID		BLK/CLP	ACT DUC	DIST	EMPLOYEE NAME							PCT ROT	PERIOD ENDING				SEQ NO									
STD JOB		WEEK 1							WEEK 2																	
TOOK		AKS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT										
TYP/SET			DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY										
GRADED NO			1	2	3	4	5	6	7	1	2	3	4	5	6	7										
WEEK	DAY	TYPE	HOORS	JOB ORDER NUMBER												ENY	LET	THP	WEIGHT	START		END				
1	3	LA	4.00																							
1	4	LS	5.00																							
1	5	LA	1.00																							
2	2	LN	4.00																							
2	5	KA	2.00																							
2	6	LA	4.00																							
2	6	LS	4.00																							
2	3	CE	1.00																							
2	4	CT	1.00																							
2	7	OX	4.00																							
REG	OT	COMP		HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV															

Figure 3-3.--Sample Biweekly Time Card (Rev 3-90)  
Properly Recorded Time and Attendance.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

(1) EMPLOYEE ID		BLK/GRP	ACT UIC	(2) DIST	(4) EMPLOYEE NAME								PLT ROT	(3) PERIOD ENDING	SEQ NO
STD JON	HRS OF WORK														
TUR	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT	
TYP/SFT															
GRADED NO															
WEEK	DAY	TYPE HOUR	HOURS	JOB ORDER NUMBER					ENV HAZ	LST HR	TMP SFT	NIGHT DIFF	START TIME		INT
				(5)											
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV					

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH 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.

AUTHORIZED SIGNATURE

Figure 3-4.--Sample Biweekly Time Card (Rev 3-90) Detailed Marking.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY		EMPLOYEE ID				
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN						
MON	1530	2330				
TUE	1530	2330				
WED	1530	2330				
THU	1530	2330				
FRI	1530	2330				
SAT						
SUN						
MON	1530	2330				
TUE	1530	2330				
WED	1530	2330				
THU	1530	2330				
FRI	1530	2330				
SAT						
FORMAT 1						

Worked from 1530 to 2330

Worked from 1530 to 2330

EMPLOYEE ID		BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME					PLT ROT	PERIOD ENDING					SEQ NO	
STD JOB		WEEK 1							WEEK 2								
	AMS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT		
TOUR		DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY	DAY		
TYP/SFT		RS	RS	RS	RS	RS	RS			RS	RS	RS	RS	RS	RS		
GRADED RD																	
WEEK	DAY	TYPE HOURS	JOB ORDER NUMBER					ENV HAZ	LST HR	TRP SFT	NIGHT DIFF	START TIME		INT			
			RS - Regular 2nd Shift														
			Work schedule indicates employee assigned second shift														
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV							

Figure 3-5.---Sample Biweekly Time Card (Rev 3-90)  
Proper Recording of Second Shift Worker.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY		EMPLOYEE ID				
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN						
MON	0730	1600			ED	8.0
TUE	0730	1600				
WED	0730	1800			ED 8.0	OU 2.0
THU	0730	1600				
FRI	0730	1700			ED 8.0	OU 1.0
SAT	0730	1600			ED 8.0	OX 8.0
SUN	1900	1915			OC	2.0
MON	0730	1600				
TUE	0730	1600				
WED	0730	1800			ED 8.0	OC 2.0
THU	0730	1600				
FRI	0730	1600			ED	8.0
SAT	0800	1200			OX	4.0
<b>FORMAT 1</b>						

Day Off  
 Worked from 0730 to 1600/Dirty Work  
 Worked from 0730 to 1600  
 Worked Overtime and Dirty Work  
 Worked from 0730 to 1600  
 Worked Overtime and Dirty Work  
 All Hours Overtime and Dirty Work  
 Performed Call Back Overtime  
 Worked from 0730 to 1600  
 Worked from 0730 to 1600  
 Worked regular hours with dirty work and overtime  
 Worked from 0730 to 1600  
 Worked regular hours with Dirty Work  
 Worked Overtime

Figure 3-6.--Sample Biweekly Time Card (Rev 3-90) Proper Recording of Dirtywork, Overtime and Call Back Hours.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY			EMPLOYEE ID			
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN						
MON	0730	1600				
TUE	0730	0930			KA	6.0
WED					KA	8.0
THU	0730	1600				
FRI	0730	1600				
SAT						
SUN						
MON					KC	8.0
TUE	0730	1600				
WED	0730	1500				
THU	0730	1600				
FRI	0730	1600				
SAT						
<b>FORMAT 1</b>						

Day Off  
 Worked from 0730 to 1600  
 Worked and was authorized LWOP  
 Was authorized LWOP all day  
 Worked from 0730 to 1600  
 Worked from 0730 to 1600  
 Day Off  
 Day Off  
 Was on Unathorized Leave (AWOL)  
 Worked from 0730 to 1600  
 Worked from 0730 to 1600  
 Worked from 0730 to 1600  
 Worked from 0730 to 1600

Figure 3-7.--Sample Biweekly Time Card (Rev 3-90) Proper Recording of Leave W/O Pay and Absence W/O Leave.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY		EMPLOYEE ID				
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN	1530	2330			SS	8.0
MON	1530	2330				
TUE	1530	2330				
WED	1530	2330				
THU	J-DAY					
FRI	J-DAY					
SAT	1530	2330				
SUN	1530	2330			SS	8.0
MON	1530	2330			HS	8.0
TUE	1530	2330				
WED	1530	2330				
THU	J-DAY					
FRI	J-DAY					
SAT	1530	2330				
FORMAT 1						

Worked on Sunday - Second Shift

J-Day - Day off between irregular work day.

Worked on Sunday - Second Shift

Worked on a Holiday - Second Shift

Figure 3-8.--Sample Biweekly Time Card (Rev 3-90) Proper Recording of Second Shift Work, Sunday, and Holiday.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY			EMPLOYEE ID			
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN	1130	0730			ST	8.0
MON	J-Day					
TUE	J-Day					
WED	1130	0730				
THU	1130	0730				
FRI	1130	0730				
SAT	1130	0730				
SUN	1530	1130			SS	8.0
MON	1530	1130				
TUE	1530	1130				
WED	J-Day					
THU	J-Day					
FRI	1530	1130				
SAT	1530	1130				
FORMAT 1						

ST - Sunday Work, Third Shift

J-Day - Day Off between irregular work shift

J-Day

SS - Worked on Sunday, Second Shift

Figure 3-9.---Sample Biweekly Time Card (Rev 3-90) Proper Recording of Second and Third Shift Sunday Work.

SOP FOR CIVILIAN PAY AND TIMEKEEPING SYSTEM

CLOCK ON THIS SIDE ONLY		EMPLOYEE ID				
REMARKS:						
	IN	OUT	IN	OUT	IN	OUT
SUN						
MON	0730	1600				
TUE	0730	1600			FD	8.0
WED	0730	1600			FD	8.0
THU	0730	1600			FD	8.0
FRI	0730	1600			FD	8.0
SAT					FD	8.0
SUN						
MON	0730	1600				
TUE	0730	1600			FD	8.0
WED	0730	1600			FD	8.0
THU	0730	1600			FD	8.0
FRI	0730	1600			FD	8.0
SAT	0930	1600	LA	2.0	FD	6.0
FORMAT 1						

Annual Leave Taken

F-D Poison High Degree

Figure 3-10.--Sample Biweekly Time Card (Rev 3-90) Proper Re of Poisons (Toxic Chemicals) High Degree.