

CHAPTER 3**TIME AND ATTENDANCE**0301 GENERAL

A record of time in pay and non-pay status must be maintained for purposes of computing pay, leave, and allowances. For each employee and each pay period, a certified time and attendance report must be furnished to the appropriate payroll office; this will be the basis for salary payment to the employee. WebTADS' data shall serve to supply the attendance report. For detailed instructions on the preparation and submission of the biweekly time and attendance report, refer to the NASA's time and attendance instructions.

0302 REPORTING AND APPROVAL

030201. Time and attendance data will be recorded in WebTADS (or related supporting documentation, if appropriate). The bases for recording the time and attendance of most employees are:

- A. The employees' input in WebTADS for hours worked;
- B. The employees' supervisors certification of WebTADS' data.

030201. Exceptions. In instances where employees (1) work hours outside the hours of their timekeepers and supervisors, (2) work at remote sites away from their supervisors and timekeepers, or (3) are based primarily at the location of their supervisors and timekeepers, but frequently work elsewhere, the techniques listed below should be followed in order to provide reasonable assurance that employees are working when scheduled:

- A. Arrangements with supervisory personnel to verify the employees' hours worked;
- B. Occasional supervisory telephone calls to the employee during times the employee is scheduled to be on duty;
- C. Determining reasonableness of work output for time spent;
- D. Occasional visits by the supervisor to the employee's work site; or
- E. Sign-out/sign-in sheets indicating employees' destinations and times of departure to and returns from those destinations; or
- F. Other methods as approved in writing by the Center DCFO (F).

0303 TIME AND ATTENDANCE REPORTS

030301. Time and attendance, supporting documents, or computer files of time and attendance data must be maintained to show that each employee is entitled to his or her normal pay, or to a greater or lesser amount, by showing the number of hours worked and the nature and length of absences.

030302. All time and attendance reports and other supporting documents must be reviewed and approved by an authorized official knowledgeable of the employee's number of hours worked and absent. The authorized official acknowledges awareness and understanding of his or her responsibility when he or she signs the document or enters a designated approval code (electronic signature) into an automated system. Approval of time and attendance documents must be based on knowledge obtained as provided in paragraphs 030201 and 030202 above.

030303. Time and attendance reports must:

- A. Cover no more than one pay period;
- B. Include the following data or supporting documentation, as a minimum, for each employee:
 - 1. Employee name and identifying number;
 - 2. Pay period number or dates;
 - 3. Tour code to identify the tour the employee is assigned to work;
 - 4. Number of hours worked by day and in total;
 - 5. Number of hours of premium pay, by type of premium pay, to which the employee is entitled;
 - 6. Number of credit hours and compensatory time earned and used;
 - 7. Number of hours of leave taken, by type;
 - 8. Dates and amount of leave taken (hours);
 - 9. Any required supporting documentation for absences; and
 - 10. Any other information the Centers may require.
- C. Include a regular workweek schedule reflecting "first 40" hours, flexible work schedules, or compressed work schedules (Note: Employees on travel may require an exception which shall be handled according to NASA travel policy, See FMR Volume 12 Travel); and

D. Where the time and attendance reporting system is automated, the computer file must contain all the data elements that would appear on a hard copy.

030304. Supervisor WebTADS' certification is an attestation of the following:

A. Any related documentation or data elements, including approvals, are maintained in computer files;

B. Supporting documents or computerized files are reviewed by the supervisor prior to approving time and attendance data.

C. The employee is or will be informed of supervisor and other official's changes to time.

030305. Safeguards to prevent unauthorized entry and changes must be implemented when using automated signatures for approval of time and attendance reports.

030306. Time and attendance information must be submitted through the Center's payroll office to the LPO for all employees.