

22 JULY 2002



Financial Management

**MASTER LABOR CONTRACT (MLC)
TIME AND ATTENDANCE REPORTING
AND PAYROLL-MAKING**

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 CPTS/FMAJ (Ms. T. Kawaguchi) Certified by: 374 CPTS/CC (Lt Col J. W. O'brien)
Supersedes 374AWMAN65-1, 7 September 1999 Pages: 4
Distribution: F

This manual states the responsibilities and rules for time and attendance reporting and payroll-making for employees hired under the Master Labor Contract (MLC). It applies to all assigned, attached, and tenant units using MLC employees.

SUMMARY OF REVISIONS

Deleted paragraphs 4.2., 5.1.1., and 5.2.2. from last edition and renumbered accordingly. Changed from Labor Management Office (LMO) to Labor Management Organization for United States Forces, Japan [USFJ] Employees-Independent Administrative Institution (LMO-IAI). Changed paragraph **2.3.1.**, which requires the original DD Form 577, **Signature Card**. Added paragraph **5.1.3.**, which requires MLC to negotiate with LMO-IAI about the annual schedule of providing and collecting payroll forms and disseminate to using units. Added paragraph **5.1.4.**, which requires to verify and research fiscal station (FS), using unit (UU), and cost entity (CE) code on USFJ Form 11, **MLC Personnel Action Request**, and inform LMO-IAI of changes and new assignments of FS, UU, and CE code. Added paragraph **5.1.5.**, which requires maintain and forward individual DD Form 577 countersigned by authority of using unit to the LMO-IAI. New or revised material is indicated by a bar (|).

1. Disposition of Documentation.

- 1.1. Destroy time sheets, copies of payrolls, daily employee referral and utilization forms, and backup files after 5 years.
- 1.2. Destroy other files per AFMAN37-139, *Records Disposition Schedule*.

2. Time and Attendance Reporting Responsibilities.

- 2.1. The contracting officer's representative (COR) for fiscal matters will provide aid and guidance to timekeepers and check time sheets during staff visits and by other means, advising using units of the results.
- 2.2. Each using unit will:

2.2.1. Appoint a primary and an alternate official to certify time sheets. Choose them at the lowest supervisory level so they may have a personal knowledge of the facts they certify, normally military or United States (US) civilian supervisors who approve MLC leave requests.

2.2.2. Appoint a central point or points to collect all time sheets and make a payroll based on them.

2.3. The time sheet certifier will:

2.3.1. Send the original DD Form 577 countersigned by the appointing authority to the payroll-making point.

2.3.2. Ensure the time sheets have accurate entries and are submitted on time.

2.4. Payroll-making points will:

2.4.1. Keep a current file of DD Form 577 for all authorized time sheet certifiers and ensure all time sheets are signed by the proper supervisors.

2.4.2. Before the start of payroll making, check for accuracy of all data shown in the "Overtime," "Special Work," "Remarks," and other columns of the time sheet which are filled out at the close of the month.

3. Time Sheet Submission. Complete the time sheet in accordance with Section 1 of the MLC Timekeeper's Handbook (available at 374th Comptroller Squadron MLC Payroll Section [374 CPTS/FMAJ]). Send the signed time sheet, with overtime, special work, and leave forms, to the payroll-making point by the scheduled day of the month.

4. Overtime and Holiday Work. Pay for overtime and holiday work will not be paid without proper authorization. Supervisors will ensure proper authority for such work is on hand before the work starts. Timekeepers need to keep an AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, for their own file. AF Form 428 is not required for tours of duty regularly scheduled on holiday.

5. Payroll-Making Responsibilities.

5.1. The COR for fiscal matters will:

5.1.1. Complete and sign Part III of each Defense Facilities Administration Agency (DFAA) Form, **MLC Payroll Certification** (payroll certification form).

5.1.2. Give technical aid to personnel in charge of making the payroll and act as the link between the LMO-IAI and using units on all payroll-making matters.

5.1.3. Negotiate with LMO-IAI about the annual schedule of providing and collecting payroll forms and disseminate to using units.

5.1.4. Verify and research FS, UU, and CE code on USFJ Form 11EJ, **Personnel Action Request/ Official Notification of IHA Personnel Action (PA)**, and inform LMO-IAI of changes and new assignments of FS, UU, and CE code.

5.1.5. Maintain and forward individual DD Form 577 countersigned by authority of using unit to the LMO-IAI.

5.2. Using units will:

5.2.1. Complete DFAA Form, **Payroll for Japanese Employee Utilized by USFJ** (payroll form), in accordance with Section 2 of the MLC Timekeeper's Handbook and submit them on time. Each using unit will appoint one primary and one alternate official to sign Part I of the payroll certification form. For each individual appointed, complete three of DD Form 577 countersigned by the commander or staff agency chief. Send two to the 374 CPTS/FMAJ and keep one for file.

6. Obtaining Payroll and Certification Forms. On the scheduled day of the month, the LMO-IAI sends the payroll for the month to the COR for fiscal matters. The COR distributes these forms to each responsible organization. The following blocks of the payroll form are filled out by the LMO-IAI:

- 6.1. Key number.
- 6.2. Period.
- 6.3. Branch of service (Army, Navy, Air Force, or Marine Corps).
- 6.4. LMO number.
- 6.5. Type of payroll (regular or supplemental).
- 6.6. Payroll number.
- 6.7. Fiscal station number.
- 6.8. Organization.
- 6.9. Page number.
- 6.10. Employee number and full name (in English and Japanese).
- 6.11. Change date.
- 6.12. Basic wage table (BWT) number, grade, and step.
- 6.13. Scheduled work hours per week.
- 6.14. Hours of annual leave.

7. Submitting Payroll and Certification Forms.

7.1. Complete the payroll and certification forms in accordance with Section 2 of the MLC Timekeeper's Handbook.

7.2. Take the original and three copies of the payroll form (with the original and one copy of the certificate in front of it) to 374 CPTS/FMAJ by the scheduled day. Be sure to keep one copy of each payroll and certification form on file.

7.3. A using unit may be asked by the COR for fiscal matters to send its payroll directly to the LMO-IAI in an emergency or if the unit is at a remote site.

MARK E. STEARNS, Colonel, USAF
Commander

Attachment 1

TERMS EXPLAINED

A1.1. Contracting Officer. The person named to execute the MLC on behalf of the US Government. The present contracting officer is assigned to the 374th Contracting Squadron (374 CONS).

A1.2. COR for Fiscal Matters. A person who is appointed by and represents the contracting officer on fiscal matters within the limits of the authority set forth in the letter of appointment. The COR for fiscal matters is located at 374 CPTS/FMAJ.

| **A1.3. LMO-IAI.** Offers labor management and administrative services for the USFJ employees.

A1.4. Payroll Form. An unnumbered DFAA Form titled **Payroll for Japanese Employee Utilized by USFJ**. It comes in a set of five sheets from LMO-IAI and is used for all MLC employees except those hired on a daily basis. Using unit will fill out this form.

| **A1.5. Payroll Certification Form.** An unnumbered DFAA Form titled **MLC Payroll Certification**. It comes in a set of three sheets from LMO-IAI. Using unit certifier will sign on this form.

A1.6. Timekeeper. A person who enters time worked by MLC employees and their absences on the time sheet.

| **A1.7. Using Unit.** An organization required in making and submitting payroll form.