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Financial Management

TIME AND ATTENDANCE REPORTING

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This instruction establishes standardized Time and Attendance (T&A) Reporting for appropriated fund Korean National (KN) civilian employees of the USAF in Korea and it implements AFD 65-1, Management of Financial Services. It applies to all units and tenant organizations under Seventh Air Force, Korea, employing KN civilian personnel paid by the 607th Accounting and Finance Squadron (607 AFS), Civilian Pay Section (FNP).

SUMMARY OF REVISIONS

This revision reflects changes due to the Appropriated Fund KN civilian pay system moving from a 28 calendar day period to a 14 calendar day (biweekly) period. Paragraph **3**. encompasses changes in T&A report procedures, and paragraph 3b introduces new and/or revised posting symbols. Additionally, previous references to AFRs are changed to AFIs. A “j” indicates revised material since the last edition.

1. Delegation of Authority.

1.1. 607 AFS/FNP Responsibilities:

1.1.1. The 607 AFS/FNP will establish controls to ensure accurate and timely receipt of T&A reports (7 AF Form 34, **Korean National Time & Attendance Report**). (This form will be stocked & issued by OPR). The T&A reports will be used to certify and disburse payroll payments to KN employees.

1.1.2. Issue instructions for the preparation and certification of T&A reports.

1.1.3. Review postings to T&A reports and contact supervisors or timekeepers to correct any deficiencies.

1.1.4. Establish and maintain a training plan for newly assigned timekeepers within 60 days arrival in Korea and provide remedial training in those cases where additional training is warranted.

1.1.5. Advise and assist operating supervisors in T&A recording procedures and certification of T&A report requirements.

1.1.6. Establish a quality examination program per schedule 607 AFS/FNP reviews of timekeeper operations.

1.1.6.1. The review will cover the following items and should be supplemented by items of base or command interest:

1.1.6.1.1. T&A reports are certified by authorized officials.

1.1.6.1.2. Timekeeper procedures in this regulation are adhered to.

1.1.6.1.3. Supporting documentation; OPM Form 71, **Request for Leave or Approved Absence** and AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, are being maintained by the supervisor.

1.1.6.1.4. The results of the review are reviewed by the Chief of Civilian Pay and discussed with the Civilian Pay Section (FNP). Chief of Civilian Pay will take appropriate action to resolve problems and discrepancies. The specific findings will be furnished to the timekeeper responsible for the Forms reviewed. Civilian pay will also advise timekeepers of any error trends discovered during the review.

1.1.6.2. Corrective techniques could include, but are not limited to:

1.1.6.2.1. Conducting group-training sessions for all timekeepers serviced by the payroll office.

1.1.6.2.2. Documenting the problem areas in a letter to the managers of the organizations audited.

1.1.6.2.3. Sending a summary of the problems and recommended corrective measures to all timekeepers serviced by the payroll clerk.

1.1.6.2.4. Discussing these problems in the initial timekeeper training provided to all new timekeepers.

1.2. **8 CPTF/FMF Responsibilities.** The Kunsan FMF is responsible for administering the tasks outlined in this instruction for all serviced unit and tenant organizations.

1.3. **Organizational Responsibilities:**

1.3.1. The wing commander designates the organizational level (branch, division, and directorate) to review certified T&A reports and leave applications before they are sent to 607 AFS/FNP.

1.3.2. Individuals at the organizational review level are responsible for the following:

1.3.2.1. Validating the T&A and leave Forms for authorized signatures and completeness of entries. Supporting documentation not required to be submitted is returned to the supervisor.

1.3.2.2. Checking and ensuring the overtime shown on the T&A reports was approved by an authorized official.

1.3.2.3. Keeping records associated with T&A reports, leave, and overtime for six years after the end of the pay period before destroying.

1.4. Supervisors' Responsibilities:

1.4.1. Certification of a T&A report is an authorization for the expenditure of government funds. Supervisors of KN employees and/or their officially named assistants are authorized to certify T&A reports provided they have been officially designated by their organizations and the letter of designation is maintained on file within their organization. Unless otherwise authorized by instruction, supervisors may not certify their own time sheet.

1.4.2. The supervisor may assign checking of daily attendance and posting of the T&A report to a subordinate. Assignment of these duties to a timekeeper does not relieve the supervisor of the responsibility for the accuracy of the forms, which he/she certifies. The supervisor spot-checks attendance by personal observation and reviews and initials corrections on the T&A report. If the supervisor has an employee assigned to full-time training, the supervisor ensures the employee's T&A report is posted for any leave which employee takes in conjunction with an absence for training purposes (training is done on official duty time).

1.4.2.1. Normally, timekeeping responsibilities should not be assigned to individuals who cannot observe the employees' attendance and absence each day.

1.4.2.2. Supervisors must ensure by personal observation that exceptions to the employees' normal tour of duty are posted daily to the T&A report. Do not use locally devised Forms to obtain data for later posting to T&A reports.

1.4.2.3. An alternate timekeeper should be appointed to maintain daily T&A reporting during absence of the prime timekeeper.

1.4.2.4. Leave approval is a supervisory responsibility. Supervisors of KN employees will approve or disapprove requests for annual or sick leave submitted by their employees.

1.4.2.5. Supervisors must maintain the OPM Form 71 and medical certificates for six years.

1.5. Timekeepers' Responsibilities:

1.5.1. All employees appointed as timekeepers for T&A reports are responsible for:

1.5.1.1. Recording all manners of exceptions to the employee's attendance and leave to individual T&A reports on a daily basis. Posting to T&A reports should be verified through personal observation of employees serviced.

1.5.1.2. Ensuring that employees either initial the T&A reports for leave used or sign an OPM Form 71. If an OPM Form 71 is used, annotate the remarks section of the T&A report with the words "OPM Form 71 received" or "OPM Form 71 will be obtained".

1.5.1.3. Ensuring that all postings for overtime and holiday premium have been approved, corrections on the T&A reports initialed, and totals are correct before the T&A report is presented to the certifying officer for his/her signature.

1.6. Approval of Overtime, Holiday Work, and Compensatory Time.

1.6.1. Approval authority is vested with:

1.6.1.1. 7 AF/CV for personnel assigned to 7 AF Headquarters.

1.6.1.2. 51 FW/CC or individuals designated for personnel assigned to Osan AB.

1.6.1.3. 8 FW/CC or individuals designated for personnel assigned to Kunsan AB.

1.6.1.4. The tenant unit commanders and/or their designated representative for personnel paid from funds received through their respective funding channels.

1.6.2. The commander or deputy commander of the organizations listed above will designate those personnel in writing who are authorized to approve overtime and holiday work requests. Copies of the letters will be maintained by the issuing office.

2. Preparation of Requests and Reports:

2.1. Request for Leave or Approved Absence.

2.1.1. Request for leave or approved absence will be made by the employee on an OPM Form 71. The OPM Form 71 will be used in lieu of initials on the T&A report for the following:

2.1.1.1. Where distance of employees from their supervisors or timekeepers make it impractical to have employees initial the T&A report.

2.1.1.2. Annual leave in excess of three consecutive workdays.

2.1.1.3. Sick leave in excess of three consecutive workdays and/or sick leave requiring a medical certificate or the name and address of the doctor.

2.1.1.4. Sick leave extending into another pay period.

2.1.1.5. Annual leave extending into another pay period.

2.1.1.6. Annual or sick leave approved after the end of a pay period.

2.1.1.7. Substitution of sick leave for annual leave or substitution of leave with pay for leave without pay.

2.1.1.8. Extended leave without pay.

2.1.1.9. When the OPM Form 71 is submitted, the supervisor annotates the remarks section of the T&A report with "OPM Form 71 received."

2.1.2. Annotation of the OPM Form 71 will be made on the T&A report under the entry showing the days of leave taken. Annotate in the remarks section that the OPM Form 71 was received or will be obtained. The completed OPM Form 71 will be maintained by the supervisor. The certifying official or supervisor retains the OPM Form 71 for a period of six months following the end of the year for which the OPM Form 71 pertains, and then forwards the OPM Form 71 to the Records Staging Area for an additional five years and six months. Medical certificates are also maintained for the same time period.

2.2. AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time:

2.2.1. Use AF Form 428 to request advance approval for overtime and holiday premium pay. In an emergency, overtime approval may be obtained after performance (AFI 36-807).

2.2.2. The requesting supervisor prepares AF Form 428 and forwards it to the 51 CPTS/FMA, civilian pay budget analyst, who validates funds are available. Once funds are validated, it is submit to the Accounting Liaison Office (ALO) for certifications. After certification, the AF Form

428 is forwarded it to the official authorized to approve overtime, holiday premium, and compensatory time.

2.2.3. The approving official returns the approved AF Form 428 to the requesting supervisor.

2.2.4. The supervisor keeps the approved AF Form 428 through the end of the pay period to which it pertains to support entries on the employee's T&A report.

2.2.5. The supervisor then retains the approved AF Form 428 for six years and three months to support entries on employee's T&A reports IAW AFI 37-139. The supervisor ensures that overtime and holiday premium hours posted on T&A reports are supported by, and do not exceed the hours authorized on the approved AF Form 428. The timekeeper records overtime and holiday premium on the T&A report. The supervisor's certification on the T&A report attests that the approved work was actually performed and serves as a basis for payment. An annotation must be made in the Remarks Section that an "AF Form 428 was approved."

2.3. **Requests for Establishing Tours of Duty for Korean Employees.** Supervisors must establish all specific tour of duties for their KN employees. Those duties should be coordinated with the servicing CPO. (Reference USFKR 690-1, Chapter 6)

3. Preparation of KN T&A Report (7 AF Form 34 (CG)). T&A reports will be generated by the computer. The 607 AFS/FNP sends individual T&A reports for current employees to reach organizational timekeepers before the beginning of the pay period. For new employees, timekeepers may use a blank T&A report to record a new employee's hours until they receive the preprinted T&A report from 607 AFS/FNP. T&A reports will at no time pertain to more than one organizational unit comprised of those personnel that the certifying official can effectively supervise and that the timekeepers can observe in the performance of daily duties. Duplicate or work copies of T&A reports will not be used. All entries will be printed in ink or may be typed. The timekeepers will personally check T&A reports and post each attendance and/or absence daily using black or blue ink or felt tip pen.

3.1. Identification Data:

3.1.1. Pay block. Number assigned by the 607 AFS/FNP (preprinted).

3.1.2. Timekeeper. Code assigned by the 607 AFS/FNP (preprinted).

3.1.3. Organization. Unit and office symbol of the timekeeper (preprinted).

3.1.4. Timekeeper name. Name of timekeeper (preprinted).

3.1.5. Duty phone. Phone number for the timekeeper (preprinted).

3.1.6. Pay period. Number from 1 to 26 (preprinted).

3.1.7. From. Starting date of pay period (preprinted).

3.1.8. To. Ending date of pay period (preprinted).

3.1.9. Employee number. Each timesheet has the capability to handle three individual employees (preprinted). New employees may be added on a blank sheet or at the bottom of the previous timesheet if there is a blank record.

3.1.10. Scheduled/Worked (YNT). If the employee worked his or her normal schedule with no changes, circle the Y (Yes). If the employee did not work the scheduled hours, circle the N (No). If the employee is terminating during this pay period, circle the T (Terminating).

3.1.11. Employee name. Each timesheet has the capability to handle three individual employees (preprinted). New employees may be added on a blank sheet or at the bottom of the previous timesheet if there is a blank record.

3.1.12. Scheduled hours (TOT). The normal hours that the employee is scheduled to work (preprinted). Timekeepers must indicate in this block the employee's established tour of duty, to include the days of the week, and the hours of the day the employee is required to work (i.e., Mon-Fri, 0800-1600). Additionally, indicate the employee's eating period if it is taken between 2200-0600.

3.2. Legend:

3.2.1. Posting symbols. Directory and description of all the available posting codes to be used to complete the timesheet.

3.2.2. Totaling symbols. Directory and description of all the available total codes.

3.3. Updates:

3.3.1. Eight hours of work. The timekeeper verifies that the employee was physically present for duty for a regularly scheduled eight hours per day by a check mark.

3.3.2. "A" Annual leave. Enter the number of hours of annual leave taken on line two. On line three show "A". If the amount of annual leave taken was less than a full day, show inclusive times on line four. If the Office of Personnel Management (OPM) Form 71 supports annual leave in excess of three consecutive workdays, enter "OPM Form 71" on line four. Line five is for the employee's initials which are required if entry is not supported by an OPM Form 71.

3.3.3. "S" Sick leave. Enter the number of hours of sick leave taken on line two. On line three show "S". If the amount of sick leave taken was less than a full day, show inclusive times on line four. If an OPM Form 71 supports sick leave in excess of three consecutive workdays and/or sick leave requiring a doctor's certificate, enter "OPM Form 71" on line four. Line five is for the employee's initials which are required if entry is not supported by an OPM Form 71.

3.3.4. "O" Other leave with pay. This symbol will be used:

3.3.4.1. For periods when the installation may be closed at the order of the installation commander because of emergency conditions. Written approval will be received from the commander anytime the installation is closed because of emergency conditions.

3.3.4.2. For excused absences to observe family events such as deaths and marriages. (Reference: USFKR 690-1)

3.3.4.3. Enter the number of hours leave granted as other leave on line two. Enter "O" on line three. Excused absences for observance of a family event must be supported by an OPM Form 71; therefore, enter "OPM Form 71" on line four.

3.3.5. "H" Holiday taken. If an employee does not work on a Korean holiday, enter regularly scheduled hours on line two and "H" on line three.

3.3.6. "M" Maternity leave. The employee will submit the request for maternity leave to the supervisor and will furnish a doctor's certificate indicating the approximate date of delivery and upon return to duty will furnish a doctor's certificate establishing the date of birth of the child. Enter the number of hours of maternity leave taken on line two. On line three enter "M".

- 3.3.7. "TS" Travel status. If an employee is on approved travel status, enter the number of regularly scheduled hours on line one and "TS" on line two.
- 3.3.8. "ND" Night differential. A check or the number of hours worked if other than eight is entered on line one to show that the employee worked the regularly scheduled tour of duty. On line two enter the number of hours worked between the hours of 2200-0600. On line three enter "ND". Enter the employee's eating period if taken between the hours of 2200-0600. If no eating period is taken between these hours, enter a statement to this effect in the remarks section of the T&A report.
- 3.3.9. "OT" Overtime worked. A check mark or the number of hours worked is entered on line one to show that the employee worked the regularly scheduled hours of duty. Enter the number of hours overtime worked on line two. Enter "OT" on line three. Enter the words "AF Form 428 was approved" in the remarks section of the T&A report.
- 3.3.10. "HW" Holiday worked. If an employee works on a Korean holiday, enter the approved regularly scheduled hours on line one and "HW" on line two. Enter the words "AF Form 428 was approved" in the remarks section of the T&A report.
- 3.3.11. "W" Leave without pay. This is approved leave granted by the supervisor when an employee does not have annual and/or sick leave to cover an absence. Leave without pay over three consecutive workdays must be supported by an OPM Form 71. Enter the number of hours leave without pay on line two. Enter "W" on line three. Have the employee initial on line five as required, or enter "OPM Form 71" on line four.
- 3.3.12. "AWL" Absent without leave. This symbol indicates an absence, which was not authorized or approved by the supervisor. Enter the number of hours of absence on line two and "AWL" on line three.
- 3.3.13. "SUS" Suspension. This symbol indicates an enforced absence from work for disciplinary reason. Enter the number of hours absent on line two and "SUS" on line three.
- 3.3.14. "EOD" Entered on duty. Enter "EOD" on line three to indicate the first day of duty for a new employee or an employee transferring into the jurisdiction of the timekeeper.
- 3.3.15. "LDW" Last day worked. Enter "LDW" on line three to indicate the last day of duty for an employee being separated or transferred to another job not under the jurisdiction of the timekeeper preparing the T&A report.
- 3.3.16. "ASL" Advance sick leave. Excused absences due to medical observation approved through the commander's channel (Reference: USFKR 690-1). Enter the number of hours leave granted as advance sick leave on line two. Enter "ASL" on line three. Excused absences for medical observation of an approved advance sick leave must be supported by an OPM Form 71; therefore, enter "OPM Form 71" on line four.
- 3.3.17. "CE" Compensatory time earned. A Check mark or the number of hours worked is entered on line one to show that the employee worked the regularly scheduled hours of duty. Enter the number of hours compensatory time earned on line two. Enter "CE" on line three. Enter the words "AF Form 428 was approved" in the remarks section of the T&A report.
- 3.3.18. "CT" Compensatory time taken. Enter the number of hours compensatory time taken on line two. On line three show "CT". Line five is for the employees' initial.

3.4. Posting of Total Hours/Worked or Absent. These entries must be carefully checked by the timekeeper and the certifier as they summarize the number of hours that will be obligated for payment.

- 3.4.1. "RHW" Enter total regular hours worked during the pay period.
- 3.4.2. "NDW" Night differential hours worked. Enter total hours worked between the hours of 2200 and 0600 within the employee's established tour of duty.
- 3.4.3. "OTW" Overtime worked hours. Enter total overtime hours worked during the pay period.
- 3.4.4. "HW" Total holiday hours worked. Enter total holiday hours worked during the pay period.
- 3.4.5. "AL" Total annual leave taken. Enter total hours of annual leave taken during the pay period.
- 3.4.6. "SL" Total sick leave taken. Enter total hours of sick leave taken during the pay period.
- 3.4.7. "OL" Total other paid leave taken. Enter total hours of other paid leave taken during the pay period. Holidays will be included in this total.
- 3.4.8. "ASL" Total advance sick leave hours taken. Enter total advance sick leave hours taken during the pay period.
- 3.4.9. "MH" Total maternity leave hours taken. Enter total maternity leave hours taken during the pay period.
- 3.4.10. "MD" Total maternity days taken. Enter total maternity leave days taken during the pay period. The number of maternity leave days taken will be accumulated from the work schedule hours.
- 3.4.11. "SPH" Suspense hours charged. Enter total suspense hours charged during the pay period.
- 3.4.12. "SPD" Suspense days charged. Enter total suspense days charged during the pay period.
- 3.4.13. "WH" Leave without pay hours charged. Enter total leave without pay hours charged during the pay period.
- 3.4.14. "WD" Leave without paydays charged. Enter total leave without paydays charged during the pay period.
- 3.4.15. "AWH" AWOL hours charged. Enter total absence without leave hours charged during the pay period.
- 3.4.16. "AWD" AWOL days charged. Enter total absence without leave days charged during the pay period.
- 3.4.17. "CE" Total compensatory time earned. Enter total compensatory time earned hours during the pay period.
- 3.4.18. "CT" Total compensatory time taken. Enter total compensatory time taken hours during the pay period.
- 3.4.19. Remarks. Timekeeper should annotate any pertinent information concerning employee's leave, pay status, changes of supervisors, etc., on the T&A report. Timekeepers should initial all annotations made.

3.4.20. All figures will be extended and totaled by the appointed timekeeper prior to forwarding T&A report to 607 AFS/FNP.

3.4.21. After all entries are completed on the T&A report, line through any unused lines.

3.4.22. Type or enter in ink, the printed name, grade, title, and phone number of the certifying official.

4. Certification and Submission of T&A Reports: After the T&A report has been certified and reviewed by the responsible official at the appropriate organization level, forward it to the 607 AFS/FNP, no later than 1200 on the Monday following the close of the pay period.

4.1. **Supervisor's Checklist** . Supervisors are responsible for the accuracy of the T&A reports that they certify. Before certifying, the supervisor must review the T&A reports utilizing the checklist.

4.2. **Resubmission of T&A Reports Due to Errors.** T&A reports cannot be altered once they have been certified and submitted to the 607 AFS/FNP. If an error is discovered after the T&A report is submitted, the timekeeper must prepare a corrected T&A report, including only the corrected data and affected totals which should have appeared on the original T&A report. A corrected T&A report must state "corrected" in the remarks section and must be certified using the standard procedures for T&A certification.

5. Forms Prescribed: 7 AF Form 34 (CG), **Korean National Time & Attendance Report.**

LANCE L. SMITH, Lieutenant General, USAF
Commander, Seventh Air Force