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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: FIN-6 Transmittal Number: 626 Date: 7/30/90

Subject: PREPARATION OF THE TIME & ATTENDANCE REPORT

Approval: **Title:** Director

1. Purpose. The purpose of this directive is to establish guidelines for preparation of the Time and Attendance Report (Appendix 1), to incorporate its contents into the Office of Surface Mining Reclamation and Enforcement (OSM) Directives System, and to inform all OSM employees of its availability.

2. Summary. None.

3. Definitions. None.

4. Policy/Procedures.

   a. Policy. To ensure OSM's timekeepers and supervisors are provided up-to-date guidelines to properly report, record and document time and attendance; and provide consistency in the interpretation and implementation of regulations.

   b. Responsibilities.

      (1) Timekeeper's Responsibilities

         a. Code Time and Attendance Reports correctly. If in doubt, refer to available reference material or request assistance from your payroll coordinator or DFM payroll contact.

         b. Maintain required supporting documentation.

         c. Submit Time and Attendance Reports timely.

         d. Prepare Supplemental and Corrected Time and Attendance Reports as soon as the need is known.

         e. Be familiar with the requirements in the Client Interface Manual and the PAY/PERS Timekeeping Manual (Volume 8).

f. Assist employees with payroll problems related to time and attendance submission.

g. Obtain correct account numbers for every line coded on a Time and Attendance Report.

h. If an error is discovered that has caused or will cause an overpayment to a separating employee, notify the Payroll coordinator and the Division of Financial Management immediately by telephone.

i. Remember the requirements of the Privacy Act in dealing with employee payroll documents.

(2) Supervisor's Responsibilities

a. Designate timekeeper and alternate in writing.

b. Ensure timekeeper has adequate time and training to perform timekeeping duties.

c. Review and certify each Time and Attendance Report.

d. Understand and approve what is on the Time and Attendance Report.

e. Obtain assistance from the Personnel Office in determining an employee's pay and leave entitlement.

f. Ensure that supporting documentation is being properly maintained.

g. Ensure original Time and Attendance Reports are forwarded to the Block Control Point. Copies are to be retained by the timekeepers.

(3) Employee Responsibilities.

a. Request and obtain supervisory approval of leave prior to its use.

b. Promptly notify timekeepers usage.

c. Review leave and earning statements for accuracy and report any discrepancies immediately.

d. Be familiar with time keeping procedures.

c. Procedures. See Appendix 1.

5. Reporting Requirements. None.

6. Effect on Other Documents. The following documents must be retained for three years or until a GAO site audit, whichever comes first.

- Any sign-in/sign-out sheets which serve as back up to the postings on the T&A Report.
- Overtime authorizations.
- SF-71's (Application for Leave).
- Memoranda describing irregular or part time tours of duty.
- Military leave orders.
- Jury duty certificate of attendance.
- Copy of the T&A Report if it has been initialed by the employee instead of using the SF-71s

7. References.

a. Division of Payroll Operations Client Interface Manual.

b. PAY/PERS System Documentation Volume 8, Time and Attendance Instructions.

c. Voluntary Leave transfer Directive PER-34, dated March 16, 1990.

d. Alternative Work Schedule, Temporary Directive 89-17, dated March 23, 1989.

e. OSM Payroll Coordinator Directive, PER-28, dated May 8, 1987.

8. Effective Date. Upon issuance.

9. Contact. Division of Financial Management, (303) 236-0343, FTS 776-0343.

10. Keywords. Payroll, Time and Attendance, PAY/PERS.

11. List of Appendices. Appendix 1, Guidelines for Preparation of the Time and Attendance Report Table of Contents.

DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
GUIDELINES FOR PREPARATION
OF THE TIME AND ATTENDANCE REPORT

TABLE OF CONTENTS

Page

I. Introduction 1

II. Basics of the **Time and Attendance** Report 2
- A. General Information (pg 2)
- B. Preliminary Instructions (pg 2)
- C. Description and Identification of all Sections (pg 2-10)
  1. Employee Identification Information (pg 3,4)
  2. Daily Hours Recognition (pg 5)
  3. Daily Hours Summary (pg 6)
  4. Leave and Overtime Recording Area (pg 7)
  5. Cost Structure Account Numbers (pg 7,8)
  6. Message Area from Timekeeper to Payroll (pg 9)
  7. Leave Status Information (pg 9)
  8. Remarks to the Timekeeper (pg 10)
  9. Certification Area (pg 10)

III. Establishing a **Preprinted** Time and Attendance Report 10

IV. **Changing** a Preprinted Time and Attendance Report 13
- A. "Adding" Information (pg 13)
- B. "Changing" Information (pg 13)
- C. "Deleting" Information (pg 14)

V. **Using** and **Coding** a Time and Attendance Report 14
- A. Use of Hours Code **001** (pg 17)
  1. When **To** Use (pg 17)
  2. When **Not To** Use (pg 17)
- B. Use of **Cost Structure Key Codes** (pg 18)
  1. When to Use an **Alpha** Character (pg 18)
  2. When to Use a **Numeric** Character (pg 18)

VI. Preparing a **Supplemental** Time and Attendance Report 20

VII. **Correction** (not of an omission) of a Previously Submitted Time and Attendance Report 20

VIII. Common **Deficiencies** of a Time and Attendance Report 20

IX. Hours Codes and Pay Block Tables 23
- A. Hours Codes Table (pg 23-26)
- B. Pay Block Table (pg 27)

I. INTRODUCTION

The detailed time and attendance recording and reporting instructions contained in this volume are intended to insure that timekeepers and supervisors--of the users of the Payroll/Personnel (PAY/PERS) System--properly record and report time and attendance served by the employee. Accurate illustrations of sample forms will follow each explanation of a specific procedure. Requirements of the General Accounting Office, Office of Personnel Management, Department of the Interior, and other Federal agencies are properly recorded, reported, and documented.

Certified Time and Attendance Reports (TAR) are the basic identifying documents that authorize payments to employees. Timekeepers and supervisors must understand these instructions to ensure that the input to the payroll offices is timely and accurate. Details of the TAR are the essentials in the timely processing of payroll accounts.

Inquiries

The information in this report contains general guidelines on the preparation and coding of the TAR. Please be advised that the information in these documents attempts to cover all circumstances encountered, but inevitably problems will arise that may not be addressed. For further details concerning information in this document, please refer to the PAY/PERS Time and Attendance Instructions, Volume 8, or contact your payroll coordinator at the Eastern Support Center, Western Support Center, or Headquarters. Additionally, if you are unable to resolve a concern with the payroll coordinator, please contact the PAY/PERS Client Hotline at (303) 969-7732/FTS 564-7732 or notify the Division of Financial Management, Chief, Programmatic Accounting Section at (303) 236-0343/FTS 776-0343.

II. BASICS OF THE TIME AND ATTENDANCE REPORT

A. General Information

A Time and Attendance Report (TAR) is to be completed and submitted on the **second Friday** of each pay period for every employee. If you have been instructed to submit all TARs on the **second Thursday** of each pay period, please continue with that method.

**** There are, however, two exceptions to the above rule: (1) if a holiday occurs anytime in the **next** pay period, all TARs must be submitted a day early (i.e., on Thursday); and, (2) if a holiday falls on the regular submission day of the **present** pay period, all TARs must be presented a day earlier.

Information on the daily hours worked by an employee can be located on the daily sign-in sheet (if applicable), or obtained by the timekeeper in a systematic way. This information is then entered **manually** for a **new** employee or **compared** to the preprinted hours of an **incumbent** employee.

After all TARs have been correctly completed, they are to be sent to payroll at the following address:

Payroll Operations Division - D-26XX
Bureau of Reclamation
7301 West Mansfield Avenue
Denver, Colorado 80235-2230

B. Preliminary Instructions

The TAR is a two-part, pressure sensitive form to be filled out with a black ink pen **only**. **Do not** type on the form and **do not** erase or use white out. **All** errors must be lined through.

Please remember that these are Privacy Documents. The TAR falls under the Privacy Act and should be handled in accordance with the Privacy Act.

C. Description and Identification of All Sections of the TAR

The different sections of the TAR will be explained in detail and illustrations of such will immediately follow each description.

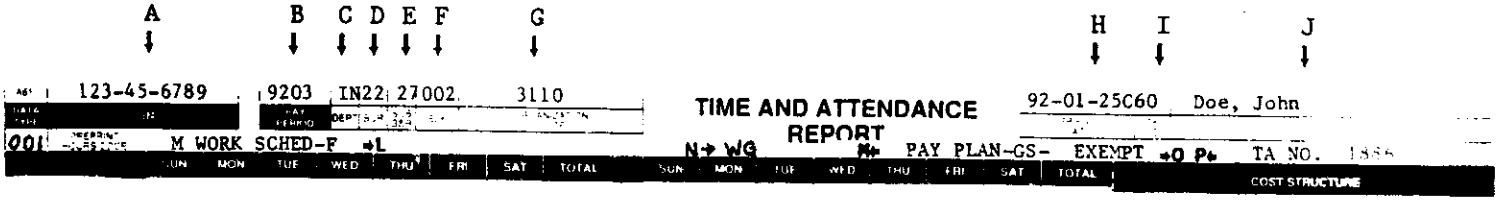
1. Section 1 - Employee Identification Information (FIGURE 1)

The information in this section is automatically entered by PAY/PERS for all incumbent employees. However, the timekeeper must manually enter all information in this section for new employees. Manual entry is usually needed for the first two pay periods of any new employee. Thus, not only is knowledge of the following areas important to know for manual entries but also for additional reports and notices to be explained later.

Ref	Item	Explanation
A	SOCIAL SECURITY NO. (SSN)	Must appear on all TARs. It is the key to an employee's master file at PAY/PERS.
B	PAY PERIOD	This is a four digit number representing the calendar year and pay period. For example, the number 9203 means that this is the third pay period of 1992.
C	DEPARTMENT (DEPT)	OSM is part of the Department of the Interior. This will never change, thus the code IN will always appear in this space.
D	BUREAU (BUR)	The number 22 will always be entered in this space (OSM's Bureau Number).
E	SUBBUREAU (SUB BUR)	The number 27 will always be entered in this space (OSM's organizational level on the PAY/PERS master files).
F	BLOCK (BLK)	This number will be standard for your office. Your Block Code can be found on Attachment 1.
G	ORGANIZATION CODE	This is a four digit number assigned to each branch within OSM. The timekeeper may have responsibility over more than one branch, thus it is important to know which employee is in which branch.
H	PAY PERIOD END DATE (PP END DATE)	This date is always the second Saturday of a given pay period.

Ref	Item	Explanation
I	TIMEKEEPER CODE (TK CD)	This code number is assigned by the servicing personnel office and is used to help distribute TARs and Leave and Earnings Statements.
J	EMPLOYEE NAME	Order is: Last name, first name, middle initial. Very important that you print clearly and do not use nicknames.
K	HOURS CODE 001	This section is explained in detail in Part V, pg 17.
L	WORK SCHEDULE	PAY/PERS assigns a letter that pertains to an employee's work schedule. Full Time = F Part Time = P Intermittent = I No need to write anything in this area.
M	PAY PLAN	This describes an employee's payroll level. General Schedule = GS General Management = GM SES = ES Executive = EX No need to write anything in this area.
N	WAGE PLAN	This describes an employee's wage scale. Examples are: WG, WB, WS.
O	FAIR LABOR STANDARDS ACT (FLSA CLASS)	This describes whether an employee is Exempt or Non-Exempt in regards to the overtime salary cap.
P	TIME AND ATTENDANCE REPORT NUMBER (TA NO.)	This number changes with every TAR, each pay period. For PAY/PERS use only.

(FIGURE 1)



2. Section 2 - Daily Hours Recognition (FIGURE 2, next page)

The information in this section is also automatically entered by PAY/PERS for all incumbent employees. The timekeeper enters the hours and hour codes manually for a new employee. The hours that are entered by PAY/PERS are an employee's regularly established hours. Any change in these hours are noted through manual entry by the timekeeper.

Ref	Item	Explanation
Q	HOURS CODE (HRS CD)	This code tells PAY/PERS how the hours on each corresponding line should be logged. It tells what rate of pay an employee will receive and what type of hours it will be credited to. Examples are: Regular hours, Overtime hours and Annual Leave hours. A list of all Hours Codes can be found on Attachment 2 or on the back of the TAR.
R	SHIFT CODE (SC)	This code is used only for wage system employees on any hours other than regular daytime shifts.
S	ACTING RATE CODE (AR)	This code is also used only for wage system employees per negotiated contract.
T	WEEK INDICATOR (WK IND)	The numbers 1 and 2 will always appear in this column indicating the first or second week in the present pay period, respectively. the timekeeper is to ensure that time earned is posted in the correct week.
U	DAILY HOURS	All hours in these rows, with the exception of overtime, are entered in 15 minute increments. Overtime is entered in 6 minute increments. Hours are entered as a one, three, or four digit number. 8 hours can be entered as 0800, 800 or 8. 8½ hours can only be entered as 0830 or 830.
V	TOTAL HOURS (TOTAL)	Timekeeper should add the hours for each row and enter the total hours and minutes in this column.

(FIGURE 2)

Q	R	S	T	U	U	U	U	U	U	U	V	T	U	U	U	U	U	U	U	U	V
HR'S CO	S C	A R	WK IND	SUN 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	TOTAL	WK IND	SUN 19	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25	TOTAL
010			1		800	800	800	800	800		4000	2		800	800	800	800	800		4000
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								
			1									2								

3. <u>Section 3 - Daily Hours Summary</u> (FIGURE 3)

This section simply totals all of the daily hours and weekly hours that were shown in FIG 2.

a. **Each** daily hours column is to be added separately and totaled in this section.

b. "Daily Totals" are then added across to arrive at the "Weekly Total".

c. Both weekly totals are then added and subsequently posted in the "Pay Period Totals" box.

'Totals' boxes are compared by row and by column to assure accuracy in hours credited to an employee.

(FIGURE 3)

DAILY TOTALS		800	800	800	800	800		40	00			800	800	800	800	800		40	00	PAY PERIOD TOTALS	80	00

4. <u>Section 4 - Leave and Overtime Recording Area</u> (FIGURE 4)

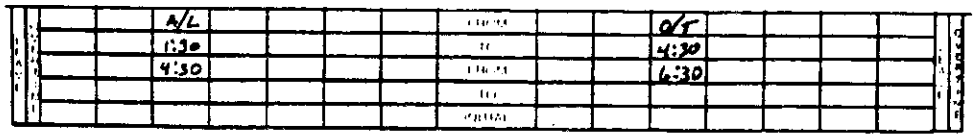
This section describes the time and type of Leave, Comp. time, and/or Overtime that was used or accrued by the employee.

a. It is recommended that you record the type of leave and/or overtime on the first of the "From-To" lines. This helps you make sure all hours are assigned to the appropriate hours code, and lets the employee see what kind of leave, comp. time, and/or overtime they are using or receiving.
   Abbreviations are:
   A/L = Annual Leaves
   S/L = Sick Leave
   O/T = Overtime
   CTE = Comp. Time Earned
   CTT = Comp. Time Taken

b. Record the beginning and ending time, if less than one full day, on the next two lines below one of the above abbreviations.

c. Have the employee initial this transaction directly below the times listed, unless an SF-71 is required or has been submitted.

(FIGURE 4)



5. <u>Section 5 - Cost Structure Account Numbers</u> (FIGURE 5)

This is an important section to keep accurate at all times. The cost structure (also referred to as an account number) tells payroll which branch is responsible for the disbursement of pay that the employee has earned. Usually an employee will have only one cost structure to which all pay is charged, however, there may be times (or specific recurring instances) in which two or more cost structures will be used.

The following descriptions contain brief explanations of what should be done in each area, however, the KEY code area will be explained in greater detail in Part V-B.

Ref	Item	Explanation
W	KEY CODE (KEY)	This box will contain either an alphabetical or numerical character based on whether a preprinted TAR is being used. It provides PAY/PERS a shortcut for coding duplicated or new account numbers (see Part V-B on page 18 for an explanation on how to use these codes).
X	COST STRUCTURE NUMBER (NUMBER)	A.K.A. "account number". It is very important to include an account number or KEY Code (in the KEY box) for every line of hours that is recorded on the TAR. If no account number is assigned to a line containing hours to be credited, the whole account will be rejected by OSM's accounting system (ABACIS). Any new account number needs to be fully written down with an appropriate KEY Code in order to be effective (please refer to Part V for an explanation of these procedures). A duplicated account number needs only to be represented by the key code that accompanied the original account number. This account number usually consists of nine numeric characters. An account number containing an alphabetical character is used for reimbursable type accounts only.

W ↓ X ↓

COST STRUCTURE	
KEY	NUMBER
A	183110000
A	
1	234300000

(FIGURE 5)

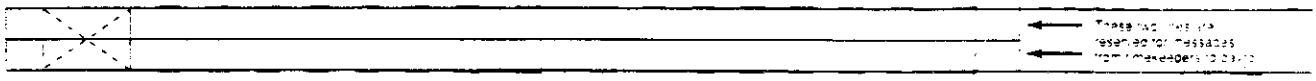
6. <u>Section 6 - Message Area for Timekeeper to Payroll</u> (FIGURE 6)

This section is reserved for pertinent information regarding an employee's work status. This message is then displayed on the Output TAR listing which is received by Payroll.

A maximum of 60 characters per line is permitted. Most messages are for new or retiring employees, or messages that recur every pay period. Examples are:

"Entered duty on 01/26/92"
"Resigned 10/15/91"
"Part time tour of duty 4 hours per day" (recurring)

(FIGURE 6)



7. <u>Section 7 - Leave Status Information</u> (FIGURE 7)

This section provides information on the employee's accrued annual or sick leave. The timekeeper should check this area to confirm that an employee has enough annual or sick leave built up to compensate for the respective time taken.

**** It is important to remember that the leave status information is two to four weeks old by the time you post the final TAR.

(FIGURE 7)

LEAVE STATUS AS OF	92 01 25			
	ANNUAL	SICK	TYPE	BALANCE
CURRENT BAL.	109	128	COMP TIME	4
ADV. BAL.			LWOP USED LYTD	
TOTAL AVAIL.	109	128	RESTORED	
PROJ. YEAR END	168		HOME/SHORE LV.	
USE/LOSE	37		MIL. LV. USED YTD	
			CREDIT HRS.	

8. <u>Section 8 - Remarks to the Timekeepers</u> (FIGURE 8)

This section is used by PAY/PERS for messages to be relayed to either the timekeeper or the supervisor concerning the employee. Examples are: "Compensatory time expiring" or "Temporary appointment limit approaching".

(FIGURE 8)

REMARKS TO TIMEKEEPER

COMPENSATORY TIME EXPIRING

9. <u>Section 9 - Certification Area</u> (FIGURE 9)

This section must be filled out by the supervisor of the employee listed on the TAR. Without this certification, the TAR cannot be processed. Only when an employee has written permission from the supervisor (e.g. geographically separated from supervisor) can he/she sign their own TAR.

**** NOTE: The hours and/or minutes of overtime or comp. time earned must be written out and the HRS or MIN circled (e.g. Three hours, Fifteen minutes).

(FIGURE 9)

I certify that the time and attendance reported above is correct, and is authorized in accordance with applicable statutes and regulations.

Two O.T. HRS Zero COMP. HRS/ _____ NONE
Fifteen MIN MIN.
CERTIFIED
CORRECT Super Kelly
SUPERVISOR

III. <u>ESTABLISHING A PREPRINTED TIME AND ATTENDANCE REPORT</u>

As mentioned previously, you will need to manually code sections 1 through 6 on a new employee's TAR for approximately two weeks. After this trial period, the **Employee's Identifying Information (Section 1)** will be automatically computer generated on their TAR that you will receive every pay period.

If you would like to have **hours codes, daily hours, account numbers, and messages (Sections 2,5,6)** that recur each pay period automatically computer generated, a **TAR Preprint Change Notice** needs to be filled out and submitted with the new employee's TAR. This procedure helps both PAY/PERS and yourself by eliminating the possibility of errors to occur on these preprinted parts.

SAMPLE TIME AND ATTENDANCE REPORT

123-45-6789 | 9203 | IN2227 | 002 | 3110

TIME AND ATTENDANCE REPORT

92-01-25C60 | Doe, John

001 M-WORK SCHED F

PAY PLAN GS EXEMPT TA NO. 1886

HRS	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	WK NO	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	KEY	NUMBER
010		800	500 ~~800~~	800	800	800		3700 ~~4000~~	2		800	800	800	800	800		4000	A	183110000
020			300					300	2									A	
									2										
									2										
									2										
									2										
									2										
									2										
									2										
									2										
									2										
									2										
									2										
DAILY TOTALS		800	800	800	800	800		40 00			800	800	800	800	800		40 00	PAY PERIOD TOTALS	90 00

		A/L	
		1:30	
		4:30	

Zero Zero ✓

CERTIFIED CORRECT Super Kelly

LEAVE STATUS AS OF

	ANNUAL	SICK	TYPE	BALANCE
CURRENT BAL	106	128	COMP TIME	
ADV BAL			EWOP USED LY TD	
TOTAL AVAIL	106	128	RESTORED	
PROJ YEAR END	167		HOME SHORE LV	
USE LOSE	36		MIL LV USED LTD	
			CREDIT HRS	

REMARKS TO TIMEKEEPER

When submitting a TAR Preprint Change Notice, you can select one of two combinations of items to have preprinted. You will always have the Employee Identification Information section printed, along with either the **Account Number(s)** only or with the **Account Number(s), Hours Codes,** and **Daily Hours**. You may also have a message printed in Section 6 with either of the above combinations.

If you select to preprint the Hours Codes option, the only Hours Codes acceptable are:

010 → Regular Hours
101 → Leave Without Pay - Regular
130 → Night Differential
140 → Sunday Premium
160 → FECA - Workers Compensation paid by OWCP

If you select to preprint Messages (Section 6) to PAY/PERS, you must precede that message with an Hours Code **for each line**. These are:

991 → Message on Line One
992 → Message on Line Two

To establish a Preprinted TAR, you must fill out the TAR Preprint Change Notice. (FIGURES 10 & 11)

a. First, you must fill out the Employee Identification Information Section just as you would on the regular TAR.

b. Second, you must put the alphabetical letter **A** in the box labeled "TC" (this stands for "Transaction Code") for each row of information that you want to be preprinted. The transaction code **A** stands for **ADD**, thus you are adding this information to an employee's Preprinted TAR.

c. Third, you must enter the Hours Code, the number of hours each day for that specific code, and the cost structure (account number) to which the hours will be credited. For each cost structure assigned, an alphabetical letter must (KEY code) precede it for identification purposes. A different letter is assigned each number usually in alphabetical order. See FIG 10 for partial or FIG 11 for whole preprint examples.

d. Lastly, you need to paperclip the TAR Preprint Change Notice to the employee's regularly filled out TAR. These preprinted features should show up on the TAR in the following pay period.

Completing the TAR Preprint Change Notice establishes a preprinted TAR for each new employee and also provides changes to an incumbent employee's established TAR. Examples and instructions on how to fill out a TAR Preprint Change Notice for an incumbent are provided for in Part IV (next).

IV. CHANGING A PREPRINTED TIME AND ATTENDANCE REPORT (FIGURES 10-13)

The purpose of a TAR Preprint Change Notice is to add, change, or delete information that has already been established on an employee's preprinted TAR. This is a **permanent** change on a preprinted TAR that can only be changed again by the use of another TAR Preprint Change Notice (BOR Form PP-18).

There are three actions that are processed by filling out a TAR Preprint Change Notice: **"ADD"**, **"CHANGE"**, or **"DELETE"** information on a TAR. When completing a TAR Preprint Change Notice, you will **always** fill out the Employee Identification Information Section as is printed on the TAR. Following this, you will then instruct PAY/PERS to perform one, a combination, or all of the actions to be discussed.

A. "ADD" Information (see figures 10 or 11)

You will be telling PAY/PERS to **add** permanent information to an employee's preprinted TAR by entering the alphabetical letter A in the **"TC"** (Transaction Code) box--located on the extreme left hand side of the TAR Preprint Change Notice--for **every** line of information to be added. This is called an "A" type transaction.

After putting an "A" in the TC box, proceed to fill out the row as you would want it to be preprinted **every** pay period. Unless an employee has a radical working schedule, you will want to fill out the Hours Code, Daily Hours to be worked, the Cost Structure and its accompanying **alphabetical** Key Code. Once an alphabetical letter has been matched to a cost structure number, the letter (to be referred to as a "Key") can be repeated on the TAR in place of the cost structure number. This will limit unnecessary repetition.

"A" type transactions are used to **establish** a new employee's preprinted TAR **and** add codes and hours to an incumbent employee's preprinted TAR.

B. "CHANGE" Information (see figure 12)

You will be telling PAY/PERS to **change** permanent information on an employee's preprinted TAR by entering the alphabetical letter C in the TC box for **every** line of information to be changed. This is called a "C" type transaction.

"C" type transactions require entry of **only** the changed, new, or deleted data for each line. The complete line entry, as it appears on an employee's preprinted TAR, does not need to be reentered. You will need to remember to put the "C" **only** on the line of information to be changed. For example, if an employee's TAR contains three lines of information and you want to change part of the data contained on line two, you will put a "C" in the TC box on line **two** of the TAR Preprint Change Notice along with the information to be changed. Leave line one and line three blank. Do not enter a "C" on any line not requiring a change. This is an important fact to

remember when entering a "C" type transaction.

After deciding which line(s) and what information needs to be changed, you must enter the KEY code in the KEY box of the line to be changed. Next, you must enter the information to be changed. This includes the hours and the data fields (shift codes, hours codes, cost structure, messages, employee name, etc.) being changed. Enter this information in the place that the data occurs on the employee's TAR. If you are deleting information from one area and changing it to another, enter an asterisk (*) in the area to be deleted and record the additional data in the area to be preprinted. This is illustrated in figure 12.

Important. When changing data such as an employee name, messages, or other items of the like, **write** a note somewhere on the TAR Preprint Change Notice that you have done such action. This can be written across the body of the TAR Preprint Change Notice or in an area that you believe will be noticed by PAY/PERS.

C. **"DELETE" Information (see figure 13)**

You will be telling PAY/PERS to **delete** permanent information on an employee's preprinted TAR by entering the alphabetical letter D in the TC box for **every** line of information to be deleted. This is called a "D" type transaction.

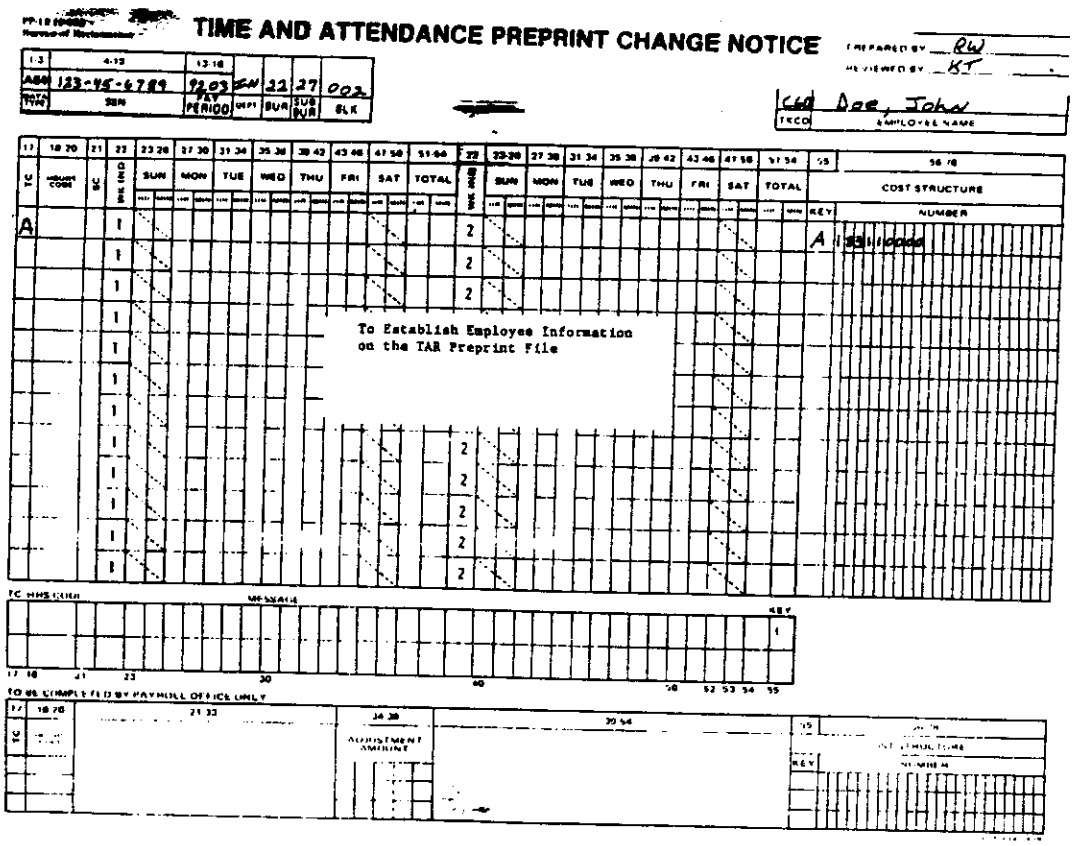
A "D" type transaction is used primarily for deleting **entire** lines of data from an employee's TAR Preprint File. If you wish to delete just **one** item (e.g. one day's hours) from a given line of data it is best to use a "C" type transaction. Please refer to above.

You will want to follow the same basic guidelines given for a "C" type transaction with the exception of entering a "D" instead of a "C". You must enter a "D" and the KEY code for each individual line that you wish to delete. No other information (besides filling out the Employee Identification Information area) is necessary. If you wish to delete all preprinted line entries in an employee's Preprint File, enter a "D" in the TC box and an asterisk (*) in the KEY box. See figure 13 for this illustration.

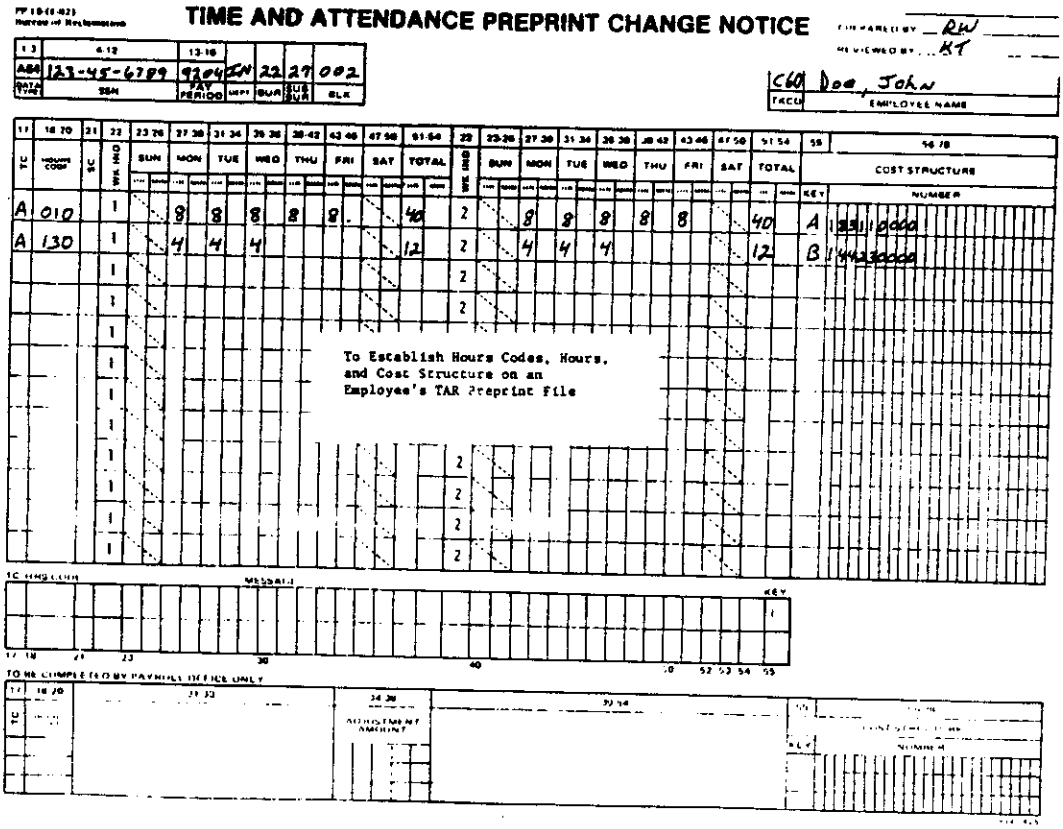
V. CODING A TIME AND ATTENDANCE REPORT

This section deals with the explanation of the important coding features that are present on the TAR. All sections of the TAR were described in Part II. However, the coding procedures pertaining to "Hours Code 001" and "Cost Structure Key Codes" were not discussed in enough detail to gain a full understanding of **how** and **why** we code it this way.

(FIGURE 10)



(FIGURE 11)



(FIGURE 12)

TIME AND ATTENDANCE PREPRINT CHANGE NOTICE

PREPARED BY RW
REVIEWED BY KT

1-3	4-12	13-16				
A84	123-45-6789	9205	FN	22	27	002
DATA TYPE	SSN	PAY PERIOD	WEEK	SUB SUB	SUB SUB	BLK

660 Doe, John
TRCD EMPLOYEE NAME

17	18-20	21	22	23-26	27-30	31-34	35-38	39-42	43-46	47-50	51-54	55	56-78
TC	HOURS CODE	SC	WK IND	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL		COST STRUCTURE
												KEY	NUMBER
C	010		1		*					8		A	1851 1 0000
C	130		1		*					4		B	1412 3 0000
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										

To Change Information on an Employee's TAR Preprint File

TC HRS CODE MESSAGE KEY

17 18 21 23 30 40 50 52 53 54 55

TO BE COMPLETED BY PAYROLL OFFICE ONLY

17	18-20	21-33	34-38	39-54	55	56-78
TC	HOURS CODE		ADJUSTMENT AMOUNT		KEY	COST STRUCTURE NUMBER

(FIGURE 13)

TIME AND ATTENDANCE PREPRINT CHANGE NOTICE

PREPARED BY RW
REVIEWED BY KT

1-3	4-12	13-16				
A84	123-45-6789	9206	FN	22	27	002
DATA TYPE	SSN	PAY PERIOD	WEEK	SUB SUB	SUB SUB	BLK

660 Doe, John
TRCD EMPLOYEE NAME

17	18-20	21	22	23-26	27-30	31-34	35-38	39-42	43-46	47-50	51-54	55	56-78
TC	HOURS CODE	SC	WK IND	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL		COST STRUCTURE
												KEY	NUMBER
D	010		1									*	
D	130		1									*	
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										
			1										

To Delete Information on an Employee's TAR Preprint File

TC HRS CODE MESSAGE KEY

17 18 21 23 30 40 50 52 53 54 55

TO BE COMPLETED BY PAYROLL OFFICE ONLY

17	18-20	21-33	34-38	39-54	55	56-78
TC	HOURS CODE		ADJUSTMENT AMOUNT		KEY	COST STRUCTURE NUMBER

A. Use of Hours Code 001

"Hours Code 001" is an important feature of an employee's Preprinted TAR. The purpose of this code is to communicate to PAY/PERS whether or not you want them to use the employee's established preprint file. This technique saves the PAY/PERS data entry clerks from having to enter the same information again and again.

"Hours Code 001" is entered on the TAR by writing "001" in the "Preprint Hours Code" box located in the upper left hand corner as illustrated on the "Sample TAR" located on page 11. The following summary of when to use and when not to use this code is provided for easy reference.

1. When to Use Hours Code 001

These guidelines pertain to Preprinted TARs that contain preprinted Hours Codes, Shift Codes, Acting Rate Codes, Daily Hours, and Cost Structures. Preprinted TARs that contain preprinted Cost Structures only cannot use Hours Code 001.

- When a Preprinted TAR contains no additions, changes, or deletions.
- When substituting Paid Leave for Regular Time.
- When substituting all types of "Leave Without Pay" for Regular Time.
- When substituting FECA-Continuation of Pay.
- When entering additional lines of time on the TAR for Overtime, Night Differential, or Sunday Premium.
- When there is an occurrence of a holiday in that pay period.

2. When Not to Use Hours Code 001

- When using a Preprinted TAR that contains a preprinted Cost Structure only.
- When you need to change the Cost Structure on a preprinted line.
- When changing the tour of duty.
- When you need to make a change to the preprinted information that is not due to a type of leave as indicated in the above subsection.

B. Use of Cost Structure Key Codes

Cost Structure Key Codes (KEYs) are important to understand thoroughly. This section will focus on listing, in greater detail, the instructions for using the appropriate KEY in relation to its accompanying account number. It is important to know when to use an alphabetical (alpha) character (A,B,C,etc.) and when to use a numeric character (1,2,3,etc.) as incorrect KEYs can delay the processing of an employee's payroll account.

1. When to Use an Alpha Character (FIGURE 14)

There is only one alpha character per account number. This is so that a cost structure can be identified by repeating one character and to make sure that these cost structures stay independent of one another.

- ✓ When compiling a TAR Preprint Change Notice and assigning a new Cost Structure to an employee's Preprint File, you need to include a new alpha KEY for each account number to be preprinted.
- ✓ When entering daily hours on a new line using the same account number, all you need to do is enter the alpha KEY of the account number in the KEY box. No need to reenter the whole account number again.
- ✓ All established account numbers should have an assigned alpha KEY (A,B,C,etc.). There should be a unique alpha KEY for every account number.

2. When to Use a Numeric Character (FIGURE 15)

The only time you will ever use a numeric KEY is when entering a new line of information on an employee's preprinted TAR and assigning it to a new account number. This must be an account number without an established alpha KEY. The reasoning for this is so that PAY/PERS does not enter it as an established cost structure.

The assigning of a numeric KEY establishes the account number as a temporary account for this pay period only. This is why you do not use a numeric key to establish a permanent account number on a TAR Preprint Change Notice. Do not use the same numeric KEY for different account numbers referenced on the same preprinted TAR.

If you want to assign an employee's Regular Hours to a new account number, just put a line through the KEY and the account number and write a numeric KEY (e.g. 1) and the new account number above it. No need to reenter entire line.

(FIGURE 14)

123-45-6789 | 9203 | IN2287 | 002 | 3110

TIME AND ATTENDANCE REPORT

92-01-25C60 | Doe, John

001 | M-WORK SCHED F | PAY PLAN GS | EXEMPT | TA NO. 1886

		S	MON	TUE	WED	THU	FRI	SAT	TOTAL		S	MON	TUE	WED	THU	FRI	SAT	TOTAL	KEY	NUMBER
010	1		~~800~~ 400	800	800	800	800		~~4000~~ 3400	2		800	~~800~~ 200	800	800	800		~~4000~~ 3400	A	183110000
020	1		400						400	2									A	
030	1									2			600					600	A	
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
DAILY TOTALS			800	800	800	800	800		40 00			800	800	800	800	800		40 00	PAY PERIOD TOTALS	80 00
			A/L										SL							
			1:00										8:00							
			5:00										12:40							
													15:50							
													2:30							

ZERO ZERO ✓

CERTIFIED CORRECT: Super Kelly

LEAVE STATUS

	ANNUAL	SICK
CURRENT BAL	106	128
ADV BAL		
TOTAL AVAIL	106	128
PROJ YEAR END	167	
USE LOSE	36	

REMARKS TO TIMEKEEPER

(FIGURE 15)

123-45-6789 | 9203 | IN2287 | 002 | 3110

TIME AND ATTENDANCE REPORT

92-01-25C60 | Doe, John

001 | M-WORK SCHED F | PAY PLAN GS | EXEMPT | TA NO. 1886

		S	MON	TUE	WED	THU	FRI	SAT	TOTAL		S	MON	TUE	WED	THU	FRI	SAT	TOTAL	KEY	NUMBER
010	1		800	800	800	800	800		4000	2		800	800	800	800	800		4000	A	183110000
110	1				200				200	2									1	144230000
040	1									2				200				200	A	
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
	1									2										
DAILY TOTALS			800	800	1000	800	800		42 00			800	800	1000	800	800		42 00	PAY PERIOD TOTALS	84 00
					O/T									O/T						
					5:00									5:00						
					7:00									7:00						

CERTIFIED CORRECT: Super Kelly

LEAVE STATUS

	ANNUAL	SICK
CURRENT BAL	106	128
ADV BAL		
TOTAL AVAIL	106	128
PROJ YEAR END	167	
USE LOSE	36	

REMARKS TO TIMEKEEPER

VI. PREPARING A SUPPLEMENTAL TIME AND ATTENDANCE REPORT (FIGURE 16)

A Supplemental TAR is used to report additional Overtime, Regular time, and/or Military Nonwork days that were **not** recorded on the employee's regular preprinted TAR for that pay period. Since this is just the listing of additional hours and not the correction of hours submitted, no KEY is used on this form. Entering the account number to which the hours are to be credited will be needed for each line of information entered.

The Supplemental TAR is very much like the regular TAR and is filled out in the same manner. The information entered on the Supplemental TAR should be copied **directly** from the employee's preprinted TAR. Please follow the directions in Part II for filling out a regular TAR when filling out the Supplemental TAR.

Make sure that all hours are totaled in the "Daily Totals" area and that "Totals" column is compared to "Daily Totals" Row for ensured accuracy. List the **entire** pay period total hours in the "Remarks: SUPPL PREMIUM HOURS" box and have the supervisor sign. Send this **immediately** to the Bureau of Reclamation.

VII. CORRECTION OF A PREVIOUSLY SUBMITTED TIME AND ATTENDANCE REPORT (FIG 17)

Corrections are defined here as **modifications** to previously submitted TARs not the addition of information omitted from a previously submitted TAR. Omitted entries refer to additional hours not entered on the original and are submitted using the Supplemental TAR. Corrections of a previously submitted TAR should be entered on a blank TAR. Corrections include Regular hours that were incorrectly coded as annual leave, the wrong cost structure, a wrong shift code, etc.

To correct a previously submitted TAR, fill out a **blank** TAR, entering time and attendance as it should have been recorded. In the "Remarks to Timekeeper" block write the word "CHANGE" and a short explanation if you deem it necessary.

VIII. COMMON DEFICIENCIES OF A TIME AND ATTENDANCE REPORT (TABLE 1)

As mentioned at the beginning of this report, accuracy is essential to the timely processing of all payroll accounts. PAY/PERS enters into their system **only** that which is present on the employee's TAR. If any of the data that is required on an employee's TAR is faulty or missing, the Advanced Budget/Accounting Control Information System (ABACIS) rejects that account and must then be manually corrected by the payroll accountant.

Table 1 describes the problems encountered and provides remedies in the order that they should be administered. Please refer to this table on the following page if you have questions regarding the admission or accuracy of information in the following areas.

(FIGURE 16)

SUPPLEMENTAL TIME AND ATTENDANCE REPORT

A82 | 123-45-6789 | 9204 | IN | 22 | 27 | 002 | 3110

92-02-08 | 660 | Doe, John

TC				Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Number
A	110			1			218		400			6 18	2									183110000
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
A				1									2									
	DAILY TOTALS						218		400			6 18										

CERTIFIED CORRECT: Super Kelly — TIMEKEEPER OR SUPERVISOR

REMARKS: SUPPL PREMIUM HOURS

REMARKS: NOT PREVIOUSLY REPORTED

(FIGURE 17)

TIME AND ATTENDANCE REPORT

123-45-6789 | 9204 | KM | 22 | 27 | 002 | 3110

92-02-08 | 660 | Doe, John

M-WAE-SCHED E — PAY PLAN GS — EXEMPT

				Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	KEY	NUMBER
010				1		800	800	400	800	800		3600	2		800	800	800				2400	A	183110000
020				1				400				400	2									A	
030				1									2					800	800		1600	A	
				1									2										
				1									2										
				1									2										
				1									2										
				1									2										
				1									2										
				1									2										
				1									2										
				1									2										
	DAILY TOTALS					800	800	800	800	800		40 00			800	800	800	800	800		40 00	PAY PERIOD TOTALS	80 00
								A/L															
								1:00															
								5:00															

CHANGE

ZERO — ZERO

CERTIFIED: Super Kelly

LEAVE STATUS				
CURRENT BAL				
ADV. BAL				
TOTAL AVAIL				
PROJ YEAR END				
USE/LOSE				

REMARKS OF TIMEKEEPER: CHANGE

TABLE 1

PROBLEM:	ORDER:	REMEDY:
Missing KEY Code	1st	Insure that a KEY Code is listed for each row of information that is listed on the TAR.
Missing Cost Structure	1st	Insure that a Cost Structure is listed at least once on the TAR
	2nd	When making an adjustment to an employee's TAR, insure that there is either a Cost Structure or Key Code for that adjustment.
1) Missing Last 0 in Acct. # 2) Fiscal Year in front of the Cost Structure 3) Invalid Cost Structure	1st	Review the Cost Structure for accuracy.
	2nd	Insure that the Cost Structure has nine digits.
	3rd	Do not put the fiscal year in front of the Cost Structure.
Erroneous "Data Type"	1st	When making changes to the Cost Structure do not use "Hours Code 001" in the Data Type Box.
	2nd	Review the Cost Structure again for accuracy.

PAY/PERS HOURS CODES	
HOURS CODE	DESCRIPTION
001	Preprint File Indicator
010	Regular Hours
* 011	Regular Hours - Envir/Hazard
* 012	Regular Hours - Time and a ½
* 013	Regular Hours - Envir/Hazard - Time and a ½
020	Annual Leave
024	Annual Leave - in lieu of FECA (after initial 45 days)
025	Annual Leave - in lieu of Sick Leave
030	Sick Leave
034	Sick Leave - in lieu of FECA (after initial 45 days)
040	Compensatory Time - Earned
041	Compensatory Time - Taken
043	Compensatory Time Taken - Religious Observance
045	Compensatory Time Earned - Religious Observance
048	Compensatory Time - Callback
050	Holiday Not Worked
051	Holiday Worked
* 053	Holiday - Envir/Hazard
060	Administrative Leave
061	Administrative Leave - Weather
068	Administrative Leave - Blood Donation
069	Administrative Leave - Court

PAY/PERS HOURS CODES	
HOURS CODE	DESCRIPTION
070	Military Leave - Regular
071	Military Leave - Regular (Unpaid Time)
072	Military Leave - Law Enforcement
074	Military Leave - National Guard (Washington, D.C. only)
081	Restored Leave - Used
* 085	Home Leave - Used
101	Leave Without Pay (LWOP)
102	Absent Without Leave (AWOL)
* 103	Nonduty - Career Seasonal an Furlough
104	Suspension Hours
110	Overtime - Regular
111	Overtime - Callback
* 113	Overtime - Envir/Hazard
* 114	Overtime - Envir/Hazard - Callback
116	Overtime - Paid as Regular
117	Overtime - FLSA Only
* 118	Overtime - Meal Break
119	Overtime - Title 5 Only
* 120	Overtime - Holiday
* 121	Overtime - Sunday
* 122	Overtime - Sunday - Callback
* 124	Overtime - Excess Over 8 Hours
* 125	Overtime - Nonwork Day - Rotating Shifts
* 126	Overtime - Holiday - Envir/Hazard

PAY/PERS HOURS CODES	
HOURS CODE	DESCRIPTION
* 127	Overtime - Holiday - Callback
* 129	Overtime - Sunday - Envir/Hazard
130	Night Differential
131	Night Differential - Not Worked
140	Sunday Premium
141	Sunday Premium - Not Worked
* 142	Sunday Premium - Envir/Hazard
* 150	Penalty Pay - Compensate at ½ Time
* 151	Penalty Pay - Compensate at Full Time
* 152	Penalty Pay - Compensate at Time and a ½
* 153	Penalty Pay Not Worked - ½ Time
* 154	Penalty Pay Not Worked - Full Time
* 155	Penalty Pay Not Worked - Time and a ½
* 156	Scheduled Overtime/Holiday Not Worked - Time and a ½
* 157	Penalty Pay - Compensate at Double Time
* 158	Penalty Pay Not Worked - Compensate at Double Time
16A	FECA - Continuation of Pay - Light Duty Paid Time - 1st Occurance
16B	FECA - Continuation of Pay - Light Duty Paid Time - 2nd Occurance
16C	FECA - Continuation of Pay - Light Duty Paid Time - 3rd Occurance
160	FECA - Continuation of Pay - Paid Time - 1st Occurance
161	FECA - Continuation of Pay - Unpaid Time for Scheduled Nonwork Days - 1st Occurance
162	FECA - Worker's Compensation Not Compensated by the Bureau
164	FECA - Continuation of Pay - Paid Time - 2nd Occurance
165	FECA - Continuation of Pay - Unpaid Time - 2nd Occurance

PAY/PERS HOURS CODES	
HOURS CODE	DESCRIPTION
166	FECA - Continuation of Pay - Paid Time - 3rd Occurance
167	FECA - Continuation of Pay - Unpaid Time - 3rd Occurance
230	Credit Hours Earned
231	Credit Hours Taken
900	Deceased Employee Net Pay
901	Reroute Final Salary Check
98A	Timekeeper's Message to Advance Leave
990	Timekeeper's Message to Payroll Office
991	Timekeeper's Message to Payroll Office - Preprint 1st Line
992	Timekeeper's Message to Payroll Office - Preprint 2nd Line

OFFICE OF SURFACE MINING - PAY BLOCKS		
Pay Block	Organization	Location
001	Division of Management Services	Washington, D.C.
002	Division of Financial Management	Denver, CO
005	Knoxville Field Office	Knoxville, TN
006	Eastern Support Center	Pittsburgh, PA
007	Wilkes-Barre Area Office	Wilkes-Barre, PA
009	Western Support Center	Denver, CO
010	Big Stone Gap Field Office	Big Stone Gap, VA
011	Charleston Field Office	Charleston, WV
012	Beckly Area Office	Beckly, WV
013	Morgantown Area Office	Morgantown, WV
014	Harrisburg Field Office	Harrisburg, PA
015	Johnstown Area Office	Johnstown, PA
016	Lexington Field Office	Lexington, KY
017	London Area Office	London, KY
018	Madisonville Area Office	Madisonville, KY
019	Prestonburg Area Office	Prestonburg, KY
020	Hazard Area Office	Hazard, KY
021	Birmingham Field Office	Birmingham, AL
023	Norris Area Office	Norris, TN
024	Chattanooga Area Office	Chattanooga, TN
025	Columbus Field Office	Columbus, OH
026	Indianapolis Field Office	Indianapolis, IN
027	Springfield Field Office	Springfield, IL
028	Kansas City Field Office	Kansas City, MO
029	Tulsa Field Office	Tulsa, OK
031	Albuquerque Field Office	Albuquerque, NM
032	Casper Field Office	Casper, WY
033	Appalachia Area Office	Lexington, KY