AMIM-LMW

0 1 MAY 2023

MEMORANDUM FOR Director of Family and Morale, Welfare and Recreation

SUBJECT: Standard Operating Procedure #12 – Time and Attendance Policies

1. Reference. AR 215-3 Morale, Welfare, and Recreation Nonappropriated Funds (NAF) Instrumentalities Personnel Policy, dated 29 August 2019.

2. Purpose. To outline time and attendance policy and authorities retained by the Director, DFMWR.

3. Applicability. This SOP is applicable to all NAF personnel assigned to JBLM DFMWR.

4. Definition: Director, in this SOP, refers to the Director, FMWR. Deputy, in this SOP, refers to the Deputy Director, FMWR.

5. Timesheets/Timecards. Employees and Managers have a mutual responsibility to ensure timekeeping and attendance cards are correct each pay period.

   a. Employees must submit their time in Epay or sign their timesheet that reflects the hours in Epay.

   b. Employee premium and differential pay is controlled by the assignment in Epay. Managers should not adjust these rates. For issues with rates, contact our payroll liaison, 253-967-7866.

   c. Managers must retain timekeeping records not maintained in Epay for 6 years.

   d. Alternative work schedules (AWS) are the exception and not the rule. The Director is the approval authority on AWS which must be endorsed by the employee and the manager. AWS must be approved on IMCOM Form 1-A and on file with Payroll. The timesheet must reflect the hours on the AWS. The Director can terminate an employee's participation in the AWS at any time. Additionally, the employee, supervisor, and/or upper management may request to terminate an employee's participation in an AWS.

   e. Dual Appointments. Employees can be dually employed by two activities or federal agencies.

(1) Dual employment NAF positions may result in employment compensation of more than an aggregate of 40 hours but no greater than 80 hours in one work week. For high-risk positions, identified as Cooks, Lifeguards and Motor Vehicle Operators, employee may only work up to 60 hours per week combined.

(2) Both managers must coordinate when creating a dual employee's schedule.

(3) The manager who first hired the dual employee is the primary manager. The primary manager has priority when creating the schedule. The secondary manager must coordinate all scheduling requests with the primary manager.

6. Annual Leave. Annual leave requires prior approval. Employees and management have a mutual responsibility to plan and schedule the use of annual leave throughout the calendar year. Managers should monitor leave balances and ensure employees with use-or-lose annual leave are afforded the time to use it. Denial of the use of annual leave will be based upon factors that are reasonable, equitable, and which do not discriminate against any employee or group of employees.

a. Supervisors are the approving authority for annual leave requests for a period of time less than 80 hours.

b. The Director is the approving authority for annual leave requests for any period of time in greater than 80 hours. The leave request must be endorsed by the supervisor and Division Chief prior to the Director's approval.

c. Carryover of annual use or lose leave will be approved by the Director on a case-by-case basis. Supervisors will submit a memorandum request through their Division Chief with an explanation on why the employee was unable to take use or lose leave during the calendar year.

7. Sick Leave. Sick Leave credits are available for use for purposes outlined in AR 215-3, Chapter 5. A medical note will be required to support all absences of more than 3 days.

8. Leave without Pay (LWOP). LWOP is a temporary non-pay status and absence from duty granted at the regular employee's request. Periods of less than 5 consecutive workdays ordinarily require no documentation other than the appropriate entry on the timecard. Periods of 5 workdays or more will be documented on DA Form 3434.

a. All LWOP requests will be approved by the Director or Deputy.

b. The manager will complete the enclosed LWOP Process Sheet for all LWOP requests for a period of 5 days or longer.

9. Overtime and Compensatory Time. All overtime and compensatory time will be approved by the Director. Divisions will submit IMCOM Form 1-H for overtime and compensatory time to their respective Division Chief/managers via email two weeks in advance of OT/Comp time being performed.

   a. All FWS employees are entitled to overtime for work in excess of 8 hours in a day or in excess of 40 hours in the administrative workweek, whichever provides the greater benefit to the employee.

   b. Pay band employees identified as non-exempt are entitled to overtime pay for work in excess of 40 hours in the administrative workweek. Only actual hours of work are counted toward the 40 hours in a workweek. Periods of leave and holiday leave are not included.

   c. At their request, non-exempt Pay Band (NF and CC) and Federal Wage System (NA, NL, and NS) employees may request compensatory time-off from duty in lieu of overtime pay for overtime work.

   d. In cases of emergency, the next line supervisor, manager, and/or Division Chief should be notified by telephone and verbal approval requested. In all cases of telephonic approval, the individual who initiated the call will submit an email with justification to accompany the telephonic request within 24 hours.

   e. No entry will be made on the time and attendance records without supporting documentation. An approved IMCOM Form 1-H or email response (DFMWR approval) should be attached to a copy of the time sheet and retained at the facility.

   f. The pay groups below will request Overtime (OT) and Compensatory Time Off (CompWork) via a PTO request. For these impacted pay groups, the timesheet will not calculate OT/CompWork. The PTO rate types are available on WebPunch and the timeclock.

      (1) RFT 40-40

      (2) RFT 40-40 PREM

      (3) RFT 40-40 NGT PREM

      (4) RFT 40-40 SUN PREM

      (5) RFT 4-10

      (6) RFT 4-10 PREM

      (7) CWS – All CWS pay groups except for WG CWS

g. Employees are eligible to accrue compensatory time off for travel that is not otherwise compensable and will apply the same rules and procedures as APF employees under the Federal Workforce Flexibility Act. Compensatory time off for travel will not convert to overtime pay and will not be paid out as a lump-sum payment.

10. Advanced Leave. The employee must meet eligibility requirements prescribed in AR 215-3, Section 5-18 for advanced sick leave.

   a. Division Chiefs will submit a Memorandum for Record with the following documents to the Director for Advanced Leave request approvals.

      (1) Advanced Leave requests will include the sick leave and annual leave amounts found on the bottom of the most current Leave and Earnings Statement (LES).

      (2) A three-year history documenting Sick Leave / Annual Leave usage.

      (3) Family Medical Leave Act paperwork completed.

11. All R code DFMWR headquarter staff, are required to work shifts, Monday thru Friday, that end no earlier than 1600 daily. 30 or 60 minute lunches are required each day and any deviations from this require special approval from the Director, DFMWR.

12. The POC for this policy is the Deputy Director, Mr. Joshua Soldan, joshua.m.soldan.naf@army.mil or 253-967-5335.
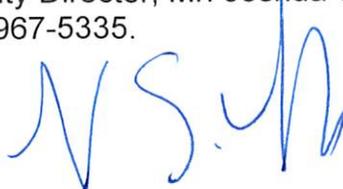
Encls

VENICIA S. MORSE
DFMWR

Submitting OT/Comp Work PTO Request

Contents

References:

1.   AR 215-3, dated 29 Aug 2019

Purpose:

This document provides instructions on how to input hours for Overtime Pay (OT) and earned Compensatory Time Off (CompWork) for Regular Full-Time employees (non-FWS). These instructions are only applicable to employees in RFT and CWS pay groups within Blueforce. Not applicable to WG pay groups. The timesheets will no longer calculate OT & CompWork automatically for those pay groups. Employees will need to have a PTO request approved for OT and CompWork.

Definitions: N/A

Responsibility: Employee and Supervisor.

Information Needed to Complete:

1.   Employee name and assignment # (MKID).

Employee Actions:

1. Employees who use a timeclock will need to submit a PTO request for the OT or CompWork hours.

   a. Access timeclock either using fingerprint or employee number.

   b. From Employee Menu select Option 6 – PTO Menu

   c. From the drop-down menu select OT PTO or CompWork PTO. Input the start and end date. The start and end time for the PTO request should be outside of employees regular scheduled work hours. Submit request.

   d. After the supervisor approves the PTO request the supervisor may need to edit the timecard. Approved PTOs hours automatically override REG hours.

2. Employees who use WebPunch will need to submit a PTO request for the OT or CompWork hours.

   a. Log into WebPunch and Select My PTO from the left-hand menu.

   b. Select Add PTO Request.

   c. From the drop-down menu select OT PTO or CompWork PTO. Input the start and end date. The start and end time for the PTO request should be outside of employees regular scheduled work hours. Submit request.

3. After the supervisor approves the PTO request the employee may need to edit their timecard. Approved PTOs hours automatically override REG hours. The timesheet may look like the below after PTO approval if hours have already populated on the timesheet.

Rate Type	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Total Hours	
Lunch	0.5	0.5			0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	5	
CompWorkPTO									2						2	
REG1	6	8			8	8	8	8	6			8	8	8	76	
	6	8	0	0	8	8	8	8	8	0	0	8	8	8	78	

    a. Select Add/Edit Timecards from left hand menu in WebPunch.

    b. Edit the start or end time back to the regular schedule time. Save

Before Editing

12/09/2022	07:15	13:45	06:30	HUMAN RESOURCES/APF Supp ∨		Notes
12/09/2022	16:00	18:00	02:00	HUMAN RESOURCES/APF Supp ∨		Notes

After Editing

12/09/2022	07:15	15:45	08:30	HUMAN RESOURCES/APF Supp ∨		Notes
12/09/2022	16:00	18:00	02:00	HUMAN RESOURCES/APF Supp ∨		Notes

    c. Check hours in the Timesheet to make sure that all the hours are accounted for.

Rate Type	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Total Hours
Lunch	0.5	0.5			0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	5
CompWorkPTO									2						2
REG1	8	8			8	8	8	8	8			8	8	8	80
	8	8	0	0	8	8	8	8	10	0	0	8	8	8	82

4. Submit timesheet at end of pay period.

Supervisor Actions:

1. Supervisors approve the PTO request in Blueforce.
   a. Select the Assignment Icon.

   Assignment

   b. Search for the employee. Check the box next to the employee and select Next.
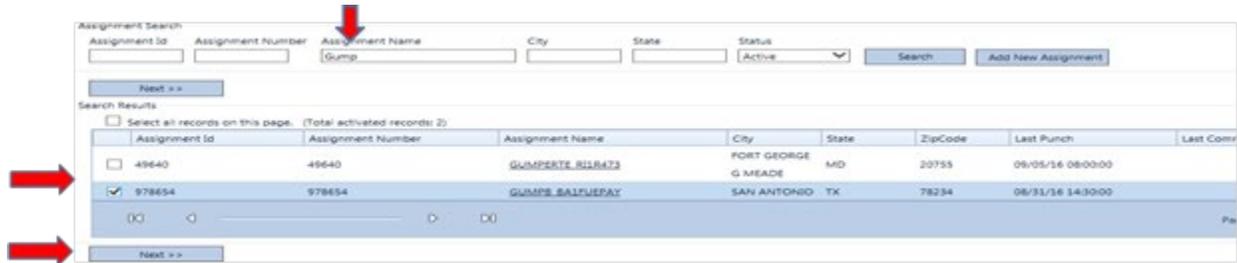
   c. Select the Timecard Icon.

   Time Cards

   d. Select PTO request from the left side menu.

   - Timecards/PTO Request

   ▸ Add/Edit
   ▸ Time Cards Audit
   ▸ TimeCard Audit History
   ▸ Punched In Employees
   ▸ Hours Variance Report
   ▸ Fonen Calls Only
   ▸ Caller ID Report
   ▸ Mass Upload PTO
   ▸ Import PTO
   ▸ Mass Upload Lump Sum
   ▸ Import TIPS
   ▸ PTO Request
   ▸ Search Timecards
   ▸ Offline Mobile Punch Requests
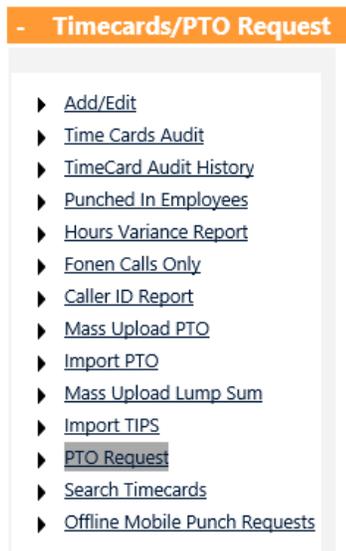
e. Supervisor can Review (edit), Approve, or Reject the PTO request.

— PTO Request Search							
Assignment	Employee	PTO Type	Status	Date From	Date To	Search On	
All Selected assignment(s) ▾	All Selected Employee(s) ▾	Any Rate Type(s) ▾	Pending ▾	12/05/22	12/05/22	Applied PTO	Search

	Assignment	Employee	PTO Type	PTO Dates	Current Balance	Applied for	Status	Applied On
Review Approve Reject Audit	HARADAJ_BA1HGGL	HARADA, JONIKKA L (216884)	CompWorkPTO	12/09/2022 - 12/09/2022	0	2	Pending	12/05/2022 11:41:50

2. After the PTO request is approved the punch may look like below. Approved PTOs hours automatically override REG hours. The hours will need to be edit by the employee in WebPunch.

Rate Type	Time-In	Time-Out	Rounded Hours
CompWorkPTO	12/09/22 16:00	12/09/22 18:00	02:00
REG	12/09/22 07:15	12/09/22 13:45	06:30

3. After the hours are edited by the employee, the punch and timesheet should reflect the correct number of hours. The total number of hours for the pay period will be greater than 80 hours.

Rate Type	Time-In	Time-Out	Rounded Hours
CompWorkPTO	12/09/22 16:00	12/09/22 18:00	02:00
REG	12/09/22 07:15	12/09/22 15:45	08:30
REG	12/08/22 07:15	12/08/22 15:45	08:30

Rate Type	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Total Hours
Lunch	0.50	0.50			0.50	0.50	0.50	0.50	0.50			0.50	0.50	0.50	5.00
CompWorkPTO									2.00						2.00
REG1	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	80.00
	8.00	8.00			8.00	8.00	8.00	8.00	10.00			8.00	8.00	8.00	82.00

4. If the employee is unable to edit their timesheet in WebPunch the supervisor will need to edit the time in the Timecard module of Blueforce before timesheet submission.

    a. Select the Timecard Icon.

    b. Search for employee name and date that require editing.

    c. Check the box on the punch and then select "Edit Selected Timecard" tab at the top.

    d. OT or CompWork should be before or after the regular scheduled workday. REG hours should reflect workday shift (to include lunch). Adjust the REG hours to the employees scheduled shift. Punches will have green dot when saved successfully.

e. After the hours are edited, the punch and timesheet should reflect the correct number of hours. The total number of hours for the pay period will be greater than 80 hours.

Rate Type	Time-In	Time-Out	Rounded Hours
CompWorkPTO	12/09/22 16:00	12/09/22 18:00	02:00
REG	12/09/22 07:15	12/09/22 15:45	08:30
REG	12/08/22 07:15	12/08/22 15:45	08:30

Rate Type	Thu 12/1	Fri 12/2	Sat 12/3	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Total Hours
Lunch	0.50	0.50			0.50	0.50	0.50	0.50	0.50			0.50	0.50	0.50	5.00
CompWorkPTO									2.00						2.00
REG1	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	80.00
	8.00	8.00			8.00	8.00	8.00	8.00	10.00			8.00	8.00	8.00	82.00

Summary:

Inputting OT and CompWork for Regular Full-Time employees (non-FWS) is a multiple step process. Following all the steps ensures employees' timesheets are accurate.

REQUEST, AUTHORIZATION AND REPORT OF OVERTIME

For use of this form, see IMCOM Reg 690-610; proponent is G1

PAY PERIOD ENDING DATE	DATE PREPARED

THRU (if applicable)	TO (Approving Official)	FROM (Office, Div, Branch, Section, Unit)

1. A separate request for overtime shall be prepared in an original and two copies for each day in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned.

2. Enter the name of the employee, grade and step, date work is to be performed, the clock hours of duty, number of overtime hours to be worked by each employee and the method of compensation.

3. The requested official shall sign the request and submit to the appropriate authorizing official. If the authorizing official concurs he/she shall sign the form and return a copy to the requesting office. The original will be forwarded to the ATAAPS timekeeper.

Authority requested for overtime beyond the regular tour of duty for the respective employee(s).

Employee Name (Last, First, MI.)	Grade & Step	Date work is to be performed	Duty Clock Hours	Number of hours requested	METHOD OF COMPENSATION			
					Overtime	Holiday	Comp Time	Travel Comp Time
			Total Hours					

Note: Employees occupying wage grade positions may not be granted compensatory time, except for employees working alternate work schedules. Compensatory time cannot be granted for holiday work.

NATURE OF DUTIES AND JUSTIFICATION FOR OVERTIME:
(Enter a short description of the work to be performed and the reason why it must be be performed by overtime)

NAME AND TITLE OF REQUESTOR

SIGNATURE OF REQUESTOR	DATE

NAME AND TITLE OF AUTHORIZING OFFICIAL

VENICIA S. MORSE, DFMWR

SIGNATURE OF AUTHORIZING OFFICIAL	DATE

REMARKS