

TIME AND ATTENDANCE

SECTION 1. TIME AND ATTENDANCE RECORDS: Employees shall record their official time and attendance in ATAAPS for all employees and concur that it is accurate. The immediate supervisor or their designated alternate is responsible for certifying timecards and verifying that time and attendance is complete and accurate for all employees under their supervision. If a discrepancy exists, the employee and supervisor shall meet to resolve the matter.

SECTION 2. TIMECARD ENTRIES:

A. Employee Timecards:

1. Employees will complete their timecards in ATAAPS and shall certify their timecards prior to their supervisor certifying their timecard.
2. Employees shall submit all requests for leave to their immediate supervisor (or designee) via ATAAPS or, for employees who do not have computer access, a Request for Leave (OPM 71).

B. Changes after Timecard Submission: If an employee needs to change a previously submitted entry (i.e., leave was taken after timecard was submitted, and therefore was not recorded), the employee should notify the supervisor and then make the appropriate correction in ATAAPS.

SECTION 3. CERTIFICATION OF TIMECARDS: Certification of time and attendance records is required. Under most circumstances, this will be accomplished by the employee's immediate supervisor. When this is not feasible due to the supervisor's absence, someone functioning in a supervisory capacity that is aware of the attendance, and is properly designated as an alternate certifier will complete the certification. Employees may not certify their own timecards.

SECTION 4. SIGN-IN & OUT PROCEDURES:

1. Employees are required to sign in and out in the order of arrival using the agreed upon Sign-In & Sign-Out Form.
2. One form shall be utilized in each work area, per day and must be available and readily accessible to all employees during their required shifts. This form should be maintained in close proximity to the work site of the employee.

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3. The sign in/out sheet will reflect:
 - a. printed name;
 - b. signature;
 - c. time of arrival;
 - d. work start time (time work actually began, even if late);
 - e. departure time; and
 - f. a column to capture any relevant remarks, as necessary. If the supervisor directs the employee to begin work earlier or work later than their scheduled shift, they shall make a comment in the remarks column and initial their remarks.
4. Employees' arrival and departure time shall be IAW their work schedules unless the employee is entitled to compensatory time or overtime in accordance with applicable procedures. The remarks column shall be utilized to provide justification for time worked in excess of scheduled hours.
5. Employees are not required to sign in/out for lunch. Flexible work schedule employees who flex their lunch period will sign out prior to departure for lunch and sign in on a new line upon return.
6. There shall be no electronic log of sign in and out. Should the Agency seek to modify the above procedures, or implement any form of electronic log in, it shall provide the Union with notice and an opportunity to bargain.

Agreed: Agency:  Union: 

Date: 7 Jan 14