



November 18, 2003

OKLAHOMA BULLETIN NO. OK250-4-13

SUBJECT: FNM – Timekeeping Responsibilities

Purpose: To provide employees with information and guidelines for timekeeping

Expiration Date: September 30, 2004

Following is a summary of timekeeping responsibilities for employees.

Supervisor Responsibilities:

It is the supervisor's responsibility to approve tours of duty in writing for his/her staff. The supervisor must review and approve the time and attendance information reported for each employee under his/her supervision. Each supervisor must rely on established systems of internal control to ensure accuracy and legal compliance of time and attendance documents he/she is approving. The supervisor is accountable for work time and absences of his/her employees and must determine reasonableness of work output for the time spent. Each supervisor has the authority to revoke, for cause, any alternative work schedule of his/her employees and return the employees to a regular 8-hour workday.

Approval of time and attendance documents must be based on knowledge from one or more of the following: personal observation, timekeeper's observation, checking data against other independent sources (such as starting and ending times of work against maxiflex sign in/sign out records), reliance on other internal controls, or a combination of these. The following are specific supervisory responsibilities:

- Approve tours of duty and requests for leave to ensure that an office is covered during customer service hours.
- Ensure that timekeepers and alternates are designated in writing and trained in proper time and attendance reporting. Timekeepers should be NRCS employees; part-time is acceptable if no full-time employees are assigned to that office.
- Ensure timekeepers and alternates are provided information necessary to complete the time and attendance documents (e.g., employee status, separations, retirements, transfer leave, travel plans, authorized overtime, approved tours of duty, leave approvals, etc.).
- Ensure that time and attendance exceptions are recorded daily on the employee's WebTCAS. Staff work time **must** be closely monitored when supervisors approve employee self-maintenance of their own time reporting when no timekeeper is assigned.
- Ensure time and attendance records (including supporting documentation such as Form SF-71, Leave Applications) for each employee are properly prepared and submitted each pay period.

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- Certify employee timesheets in a timely manner. Only the two most recently completed timesheets are available to certify in WebTCAS.

Employee responsibilities:

- Keep the supervisor and timekeeper informed of time and attendance activity.
- Record time and attendance on a daily basis. Time worked and leave used should be shown in quarter hour increments. Clock hours must be shown for all overtime, leave used (if less than a full day), for all credit hours earned and for the tour of duty if an employee deviates from the established tour of duty.
- Correctly enter time and attendance data each pay period into WebTCAS showing clock hours as required.
- Submit timesheet to timekeeper for verification. When the employee submits the timesheet, the employee is certifying that all entries are true and correct. If an employee is found guilty of submission of or causing or allowing the submission of falsely stated payroll documents or their supporting documents, the penalty may result in removal (FMP 751, S-2, DPM 751, Appendix A).
- Request and have leave approved in advance by the properly delegated authority, usually the supervisor. Only supervisors have the authority to approve leave as delegated per 360 GM Part 415, Leave. **An approved SF-71 is required for sick leave in excess of three consecutive days.** Military leave requires an SF-71.
- A copy of military orders and a copy of the SF-71 request for military leave **must** be sent to the Financial Management Section at the State Office.
- Maintain sign in/sign out sheet (maxiflex tours of duty only). The WebTCAS timesheet can be used as a sign in/sign out sheet.
- Must report "on time" as defined by the approved tour of duty.

Timekeeper Responsibilities:

- Examine timesheets submitted by employees to ensure they are correctly filled out and verify that clock hours shown correspond with number of hours of work/leave reported.
- Notify supervisor immediately of any discrepancy in an approved time and attendance schedule or time reported.
- Submit timesheet to supervisor for certifying.
- Coordinate with alternate timekeeper and supervisor prior to the timekeeper's scheduled absences.

If you have any questions, please contact your zone office assistant, section secretary or financial management.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

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