

AMC Regulation 600-21

Personnel-General:

Time and Attendance Procedures

**U.S. Army Materiel Command
4400 Martin Road
Redstone Arsenal, AL 35898-5000
17 September 2021**

UNCLASSIFIED

SUMMARY of CHANGE

**AMC-R 600-21
Time and Attendance Procedures**

This Regulation –

- **Supersedes AMC-M 600-21, 7 October 2015.**
- **Updates the Roles and Responsibilities Information and contents are moved under paragraph 3.**
- **Adds information throughout the policy on new Training and Reporting Requirement.**
- **Administrative changes.**

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
4400 MARTIN ROAD, REDSTONE ARSENAL, AL 35898-5000

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NO. 600-21

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TIME AND ATTENDANCE PROCEDURES

	<u>Paragraph</u>	<u>Page</u>
Purpose	1	1
Automated Time and Attendance Production System (ATAAPS) Overview.....	2	2
Roles and Responsibilities.....	3	2
Establishing Work Schedule.....	4	5
Leave Requests	5	6
Premium Hours.....	6	6
Reporting Time and Attendance	7	7
Establishing an ATAAPS Account.....	8	7
Deleting an ATAAPS Account	9	8
Record Retention	10	8
Collectively Bargained Agreements	11	8
Privacy Act Statement.....	12	8
 APPENDIXES		
A. References.....		9
B. Labor Hour Codes Quick Reference		10
C. Management Control Evaluation Checklist – Time and Attendance Reporting Forms.....		12
 GLOSSARY		 15

1. Purpose.

a. This regulation establishes a uniform process for entering and certifying time and attendance information, and the time and attendance record management requirements for all U.S. Army Materiel Command (AMC) civilian employees.

b. This regulation is to be used in conjunction with other pertinent procedures, regulations, and local Collectively Bargained Agreement provisions and guidance governing time and attendance procedures.

*This document supersedes AMC-M 600-21, 7 October 2015.

c. The proponent of this regulation is G-1, Civilian Human Resources Policy and Programs Division, Headquarters, U.S. Army Materiel Command (HQ AMC).

2. Automated Time and Attendance Production System (ATAAPS) Overview.

a. The ATAAPS is the AMC authorized timekeeping system, which allows each employee to enter their own time and attendance every pay period. ATAAPS is a web-based, single consolidated input system to report, update, certify, and collect civilian labor and time and attendance data for DCPS processing.

b. This regulation contains defined internal management control provisions in accordance with reference 3, appendix A. Employees and timekeepers are responsible for accurately recording and attesting to the time entered in ATAAPS. The supervisors/timecard certifiers monitor and certify that the employee's time and attendance input, including leave and premium time requests, is truthful during each biweekly submissions. The discovery of any violations of internal controls, improper input of time and attendance data, or security breaches must be immediately reported to an appropriate management official.

c. The Office responsible for audit and/or internal review will utilize the Internal Control Evaluation Checklist at appendix C. Answers must be based upon the actual testing of key management controls. Answers indicating deficiencies must be explained and corrective action indicated in supporting documentation.

3. Roles and Responsibilities.

a. Commander/Director Roles and Responsibilities.

(1) Ensure compliance with all applicable hours of duty, leave, and time and attendance laws, regulations, policies and Collective Bargaining Agreements.

(2) Establish time and attendance management procedural guidance and oversight controls.

(3) Establish annual time and attendance training requirements, especially for supervisors, certifying officials and timekeepers upon assignment into these roles. The time and attendance training completion will be tracked by each employee's organization and reported to the ATAAPS administrator/super user for record management control and verification of compliance from the authorized individuals.

(4) Require quarterly review of civilian overtime, compensatory and premium payments and supporting documentation. At a minimum, activities will conduct a sample review for the accuracy of overtime requests, justifications, approvals, validation of ATAAPS user roles and confirm hours worked are legitimate when personnel with dual roles enter and certify employee time. This review will include ensuring Fair Labor Standards Act (FLSA)-exempt employees (non-prevailing rate employees) whose rate of basic pay is greater than the rate of a General Schedule (GS)-10, step 10 are approved compensatory time off instead of overtime pay.

(5) Ensure Labor-Relations obligations are fulfilled at the local level with the exclusive representative of employees in each bargaining unit (Union(s)), if any.

b. Supervisor Responsibilities.

(1) Ensure the employees clearly understand and comply with their approved normal tour of duty and accordingly record their time and attendance in ATAAPS. Any exceptions to the employee's normal tour of duty will be coordinated and approved by the supervisor and recorded in a timely and accurate manner.

(2) Approve and disapprove all work schedules and requests for leave or premium time. Verify the employees submit in ATAAPS the appropriate time and attendance requests (i.e. leave, overtime, compensatory, credit, or any other premium) and, if applicable include sufficient justification for official approval. Additionally, ensure timecards are correctly coded by the employee.

(3) Require the employees to retroactively submit a time and attendance request if a request was not submitted during the pay period in which changes to the work schedule occurred. Once the request has been approved, employees or timekeepers can adjust ATAAPS timekeeping records.

(4) Confirm all timekeepers and certifiers approving time and attendance have completed the proper training (initial or refresher) on the use of the ATAAPS database. Normally, timekeeping responsibilities will be assigned to individuals who are aware of employees' attendance and absence each day. An alternate timekeeper will be appointed to maintain time and attendance during the absence of the primary timekeeper.

(5) Require individuals recording and approving time and attendance to make every effort to immediately correct errors in the pay period to which the changes apply. All corrections or adjustments are approved by the authorizing official and promptly reported to the civilian payroll office.

(6) Notify the timekeeper when an employee has been approved for any type of leave, or any type of premium hours.

(7) Ensure required supporting timekeeping documentation is available for review and audit purposes.

(8) Closely scrutinize requests to approve leave in conjunction with premium hours (e.g., overtime, compensatory time, credit hours) to ensure that taking excessive leave while working premium hours in the same pay period does not occur.

(9) Ensure employees use compensatory time off before annual leave, unless this would cause the employee to forfeit annual leave ([AR 690-990-2](#), S3-4, b (ii)). Any compensatory time off not used by the end of the 26th pay period after the pay period in which it was earned will be paid out to the employee. Supervisors will enable or direct every employee, with limited exceptions, to use his or her compensatory time before it converts to a payout.

c. Certifier Responsibilities.

(1) The certification of time and attendance is an authorization for the expenditure of Government funds. The certifier of biweekly time and attendance is normally a supervisor, acting supervisor, other equivalent official, or a higher-level manager in the employee's chain of command. The certifier will be designated in writing and provided an overview of the ATAAPS database and necessary duties that must be performed as a certifier. All certifiers must complete annual ATAAPS training in order to perform these duties.

(2) When certifying time and attendance reports, supervisors, other equivalent officials, or higher-level managers are representing, to the best of their knowledge, the actual work schedules recorded are true, correct, and properly justified.

(3) This certification will be made by the management official, normally the immediate supervisor, most knowledgeable of the time worked and absence of the employees involved.

(4) Determine methods to observe, track and accurately record time and attendance, this may include assigning the responsibility for observing daily attendance or accurately recording time and attendance data to a timekeeper, or in limited circumstances, to the individual employee. These limited circumstances may include: the employee is the timekeeper, employees work flexible hours outside the hours of both the timekeeper and supervisor, an employee works alone at a remote site, and employees who are based at the same location as their supervisors and timekeepers, but are frequently away during working hours.

(5) When handling time and attendance of offsite personnel (e.g. on deployment or temporary duty assignments), to include overtime or compensatory work performed, ensure a sufficient justification is documented, and it has been reviewed and verified by a supervisor or trusted agent on location. In the absence of such justification or proper verification, no overtime or compensatory time request is to be approved or processed in ATAAPS. The assignment of timekeeping duties to any offsite personnel does not relieve the certifier of the responsibility for timely and accurate reporting of the time and attendance he or she approves, including that the leave is approved and administered in accordance with applicable policies, regulations, instructions, and Collectively Bargained Agreements.

d. Timekeeper Responsibilities.

(1) Timekeeping is a critical function, performed by the individual employee timekeeper, supervisor, or a combination of these individuals. The timekeeper function requires accurate recording of time and attendance data for each employee's normal tour of duty and validation of the supporting documents for all exceptions (e.g. leave, overtime, compensatory time off).

(2) Timekeepers may be civilian, military, or contractor personnel.

(3) Ensure that employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections that are required after time and attendance is approved. These verifications will be documented, in

writing or electronically, including a manually completed hard copy (e.g., a sign-in, sign-out sheet), a printout of an automated record (e.g., a time and attendance report) with the employee's signature (written or electronic), initials affirming the correctness of the data, or an automated or electronic record retained on magnetic medium. If the employee is not available prior to the approval of the time and attendance, then corroboration will be documented as soon thereafter as possible.

(4) Validate that all entries for leave and premium hours (e.g. credit hours, overtime, and compensatory time earned) have been approved, and the totals are correct, before certification is completed.

(5) Under no circumstances, a customer service representative or timekeeper will enter or change a request in ATAAPS that has not been approved and certified by the supervisor or a delegated official.

e. ATAAPS Administrator/Super User Responsibilities.

(1) The ATAAPS administrator/super user has additional authorized access for personnel management and database management, and ensures only authorized individuals are granted access to ATAAPS for the execution of their duties.

(2) Ensure compliance with all pay, leave and timekeeping regulations and policies and the appropriate level of security is maintained.

(3) Establish employee access to the ATAAPS System and ensure the employees have the appropriate level of access.

(a) Conduct periodic review of the ATAAPS user list against the list of current employees and initiate action to terminate access rights for inactive or ineligible employees.

(b) Monitor and review ATAAPS user roles and ensure documentation supports hours worked when personnel with dual roles enter and certify employee time.

(4) Ensure time and attendance has been entered within established timelines and concurred each pay period and that supporting documentation is recorded and properly maintained.

(5) Assist supervisors, timekeepers, certifiers, and employees to resolve discrepancies in time and attendance records. Serve as the liaison between the Defense Finance and Accounting Service customer service representative and employees. Monitor, review, and verify that all retro-certifications for previous pay periods are complete.

(6) Help employees, timekeepers, supervisors and certifiers with questions regarding ATAAPS access or processes and provide training if necessary. Provide timely information on pay processing changes in scheduling or processing procedures to the workforce.

4. Establishing Work Schedule.

a. Management will determine the employee's work schedule based on mission requirements. The Office of Personnel Management (OPM) describes the basic workweek (for full-time employees) as 5 days of 8 working hours plus at least a 30-minute lunch period. A normal workweek is Monday through Friday, except for those employees whose services are determined by the employer to warrant other basic workweeks and in accordance with local Collective Bargaining Agreements and local operating procedures. For example, Industrial Base activities may operate a series of shifts in accordance with workload and production requirements.

b. AMC activities may implement Alternative Work Schedule (AWS) Programs in accordance with OPM guidance, local Collectively Bargained Agreements, and local operating procedures. The types of AWS can vary significantly; AMC activities may use compressed work schedules or flexible work schedules. Employees who desire to work flexible (including credit hour) or compressed work schedule programs must have prior approval by their supervisor.

5. Leave Requests.

a. Employees must schedule leave in advance or as soon as possible with their supervisor using OPM Form 71, Request for Leave or Approved Absence, or the electronic version of the Leave Request in ATAAPS.

b. The employee's supervisor must review the leave request and approve or disapprove it. If the leave request must be disapproved or cancelled due to it being inconsistent with the employer's needs, the supervisor must explain to the employee, in writing, the reason for disapproval. In a supervisor's absence, the acting supervisor or higher-level authority will execute review and approval or disapproval.

c. To the maximum extent possible, supervisors will ensure that compensatory time is used before annual leave, unless this would cause the employee to forfeit annual leave (AR 690-990-2, S3-4, b(ii)). Compensatory time off not used by the end of the 26th pay period after the pay period during which it was earned will be paid out to the employee. Supervisors will be held accountable for ensuring that compensatory time is used before annual leave and must enable every employee, with limited exceptions, to use his or her compensatory time before it converts to a payout. In cases where the employee separates or transfers to another DOD Component (e.g., from Army to Navy), any unused compensatory time off balance will be paid at the overtime rate at which it was earned.

6. Premium Hours.

a. Employees will utilize ATAAPS to request, record and validate the accrual of premium hours, e.g., credit time earned, compensatory time earned, and overtime.

b. Overtime work, whether paid or awarded, as compensatory time off, and credit hours must be approved by supervisors prior to employees performing the work. Employees are responsible for ensuring they are authorized to perform work outside of their approved regular work schedule.

c. Supervisors will confirm the overtime worked is covered by funds targeted for their employing activity. Approval of the overtime or compensatory time request(s) must be documented for every occurrence. AMC employees will use the ATAAPS Premium Request Form or an approved local form, and provide sufficient justification for each request. All AMC activities will establish procedures to retain the approved overtime/compensatory time requests and supporting documents for 6 years.

7. Reporting Time and Attendance.

a. The employee will report in ATAAPS their individual time and attendance by entering their biweekly labor hours, to include telework, physical fitness, credit, compensatory, and overtime hours earned or any type of leave taken during the pay period reported. For any premium pay, type request the employee must provide a justification that explains the usage and/or end result for each individual request.

b. The employee will identify any hour's teleworked, used for physical fitness or spent on authorized bargaining unit representative (union) activity by entering the appropriate code in the HZ/OTH field in ATAAPS. The Labor Hour Codes Quick Reference is provided at appendix B.

c. By entering their labor hours, selecting "Concur", and checking the disclaimer stating that the employee agrees with the displayed labor charges within ATAAPS, the employee is attesting to the truthfulness and accuracy of their individual time and attendance information.

d. Supervisors will review their employees' leave balances, to include annual leave, sick leave, compensatory time, and donated leave via the Manager tab of the Civilian Personnel Online Web site or in ATAAPS. Every effort will be made to correct errors within the pay period to which the changes apply.

8. Establishing an ATAAPS Account. The ATAAPS administrator establishes all accounts, which are managed by the Defense Information System Agency (DISA). Local procedures may vary regarding the establishment of an ATAAPS account. Contact your timekeeper, supervisor, or ATAAPS administrator for detailed instructions. The HQ AMC account process, which may be used as a template, is provided below:

a. The employee completes ATAAPS training and provides copy of the certificate to their respective timekeeper. Contact your local command's training representative for the training details.

b. The employee fills out the [DD Form 2875](#) to establish a timekeeper or certifier account, and forwards to the supervisor for signature. The signed form is returned to the ATAAPS Administrator for processing.

c. The ATAAPS Administrator forwards the signed [DD Form 2875](#) to the G-2 Security POC and to the Information Assurance Security Officer (IASO) for review/signature.

d. Once account is established, the employee and the timekeeper are notified by the ATAAPS Administrator with instructions on accessing the ATAAPS site.

9. Deleting an ATAAPS Account.

- a. The employee must notify his or her timekeeper during out-processing.
- b. The timekeeper must notify the respective ATAAPS Administrator.

10. Records Retention.

a. Employees will route their time and attendance documentation (e.g., overtime requests and approvals, compensatory and credit hour authorizations, leave requests, jury duty attendance slips) electronically to their respective supervisor or acting supervisor. That supervisor will then approve/deny the request(s).

b. AMC activities will establish and adhere to all record retention procedures to ensure all supporting documents are available for review and audit. The time and attendance documentation will be kept for 6 years.

11. Collectively Bargained Agreements. For employees in a defined bargaining unit, nothing in this AMC Regulation shall abrogate provisions contained in the respective local Collectively Bargained Agreement(s).

12. Privacy Act Statement. Title 5 United States Code authorizes collection of information supporting payroll activities. The primary use of this information is by management and the payroll office to approve and record payroll information. Additional disclosures of the information may be to the Department of Labor when processing a claim for compensation regarding a job-connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of payroll administration; or the General Services Administration in regards to its responsibilities for records management.

FOR THE COMMANDER:


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DISTRIBUTION:

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APPENDIX A
References

1. [AR 690-990-2](#), Hours of Duty, Pay, and Leave, Annotated, 20 May 1989.
2. [AR 25-400-2](#), The Army Records Information Management System (ARIMS), 2 October 2007.
3. [AR 11-2](#), Managers' Internal Control Program (Rapid Action Revision Issue Date: 26 March 2012), 4 January 2010.
4. [DOD 7000.14-R](#), Volume 8, Chapter 2 "Time and Attendance (T&A)", May 2021.
5. [DD Form 2875](#), System Authorization Access Request (SAAR), 1 August 2018.

APPENDIX B
Labor Hour Codes Quick Reference

LEAVE HOURS – PAID

- LA** – Annual
- LB** – Advanced Annual
- LC** – Court
- LG** – Advanced Sick
- LH** – Holiday
- LK** – Home
- LM** – Military
- LN** – Administrative
- LR** – Annual, Restored
- LS** – Sick
- LT** – Traumatic Injury (COP)
- LU** – Date of Traumatic Injury
- LV** – Excused Absence
- LX** – Nonwork, Paid (Day of Death or Sabbatical)
- LY** – Time Off Award (Leave)

LEAVE HOURS – NONPAID

- KA** – LWOP
- KB** – Suspension
- KC** – AWOL
- KD** – Office of Worker Compensation Program (OWCP) – Not allowed for EMP-TYP- CD=J
- KE** – Furlough
- KG** – Military Furlough (called to active duty)

COMPENSATORY HOURS

- CC** – Compensatory Time Callback
- CE** – Compensatory Time Earned
- CT** – Compensatory Time Taken
- CA** – Religious Compensatory Time Taken
- CR** – Religious Compensatory Time Earned
- CD** – Credit Hours Earned
- CN** – Credit Hours Taken

PAY TYPE HOURS

- RD** – Recess Day
- RG** – Regular, (Graded)
- RX** – Regular, Emergency Time (System Generated From Local Holiday Table Only)
- OS** – Overtime, Scheduled
- OU** – Overtime, Unscheduled
- OX** – Overtime, Unscheduled Exception
- OC** – Overtime, Callback
- OA** – Additional FLSA Hours

- ON** - Overtime Scheduled, Not Worked – Court/Military Leave/Continuation of Pay/Date of Death
- SG** - Sunday Work (Graded)
- HG** - Holiday Work (Graded)
- HC** - Holiday Work, Callback
- CB** - Travel Comp Earned
- CF** - Travel Comp Used
- KE** - Furlough
- KF** - Retirement/Student Departing
- LO** - BRAC Restored Leave

TELEWORK CODE- Codes are reported in the (HZ/OTH) field.

- TW** - Telework Regular
- TS** - Telework Ad Hoc/Situation
- TM** - Telework Medical (Both Ad Hoc and Regular)

BARGAINING UNIT REPRESENTATIVES (UNION) CODES - Codes are reported in the (HZ/OTH) field.

- BA** - Negotiations
- BB** - Mid Term Negotiations
- BD** - Labor Management Relations
- BK** - Grievance and Appeals

APPENDIX C
Management Control Evaluation Checklist
Time and Attendance Reporting Forms

Office(s) Performing Evaluation:

Individual(s) Performing Evaluation:

Date Evaluated:

Signature:

1. Function. The function addressed in this checklist is Time and Attendance reporting.
2. Purpose. To assist AMC Managers in evaluating key controls over time and attendance. This is not intended to cover all controls.
3. Instructions. Answers must be based upon the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers, which indicate deficiencies, must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2, Internal Control Evaluation Certification.
4. Test Questions.

Time and Attendance Reporting - Individual Timekeepers/Administrative Timekeeper

Are all approved exceptions to the employee's normal tour of duty timely and accurately reported?

Yes No

Have employees verified the accuracy of their current pay period's time and attendance and adjustments/corrections to prior pay periods occurring after the certification of the time and attendance?

Yes No

Are all entries for overtime and compensatory time earned approved and are total hours earned verified before certification?

Yes No

Is an employee's time and attendance data recorded by the close of the current pay period?

Yes No

Do approved documents exist to support an employee's time and attendance data, e.g. leave slips?

Yes No

Are the time and attendance files properly maintained?

Yes No

Does the timekeeper monitor and correct, as required, employees' time and attendance data by the end of the each pay period and before certification?

Yes No

Does the timekeeper send hard copy time and attendance corrections with appropriate signatures to the local customer service representative (CSR) when necessary?

Yes No

Has the timekeeper taken all reasonable measures to safeguard employee data covered under the Privacy Act and ensured that payroll records are not stored (even temporarily) on nonsecure sites?

Yes No

Management Control Evaluation Checklist Time and Attendance Reporting - Certifiers

Is the record and approval of time and attendance performed timely and accurately as required by responsible individuals?

Yes No

Is all required supporting documentation available for audit purposes?

Yes No

Do individuals recording and approving time and attendance make every effort to correct errors in the pay period to which the changes apply?

Yes No

Does the supervisor maintain controls on employees' presence or absence daily, type of leave taken, overtime worked, etc., and personally observe or otherwise confirm that the time and attendance reports are properly posted?

Yes No

Is overtime/compensatory time authorized and approved by the proper authority in advance?

Yes No

Do the certifying official(s) or alternate certifying official(s) verify that supporting documentation for leave usage, overtime/compensatory time worked, and other entries on the time and attendance report are valid prior to certification?

Yes No

Are the employees' time, attendance, labor, productivity, and differential pay entries for the each pay period validated as correct prior to certification by the employees' certifying official(s) or alternate certifying official(s) at the end of each pay period?

Yes No

Are amended time and attendance reports certified by the certifying official(s) or alternate certifying official(s)?

Yes No

Are manually amended and certified time and attendance reports delivered to the local customer service representative (CSR) payroll office?

Yes No

Do the certifier(s) or alternate certifier(s) have access to approved documents that support the employee's time and attendance records prior to certification of those records?

Yes No

Do the certifier(s) or alternate certifier(s) review and certify the accuracy of employees' time and attendance records in sufficient time to meet payroll deadlines?

Yes No

Have the certifier(s) or alternate certifier(s) taken all reasonable measures to safeguard employee data covered under the Privacy Act and ensured that payroll records are not stored (even temporarily) on nonsecure sites?

Yes No

GLOSSARY

Section I. Abbreviations:

AMC

U.S. Army Materiel Command

ATAAPS

Automated Time and Attendance Production System

AWS

Alternative Work Schedule

DISA

Defense Information System Agency

DOD

Department of Defense

GS

General Schedule

HQ AMC

Headquarters, U.S. Army Materiel Command

IASO

Information Assurance Security Officer

OPM

Office of Personnel Management

Section II. Terms. This section contains no entries.

Section III. Special Abbreviations and Terms. This section contains no entries.