



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

AMIM-YNG-ZA

**UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER #14**

SUBJECT: Time and Attendance (T&A)

1. **REFERENCES:**

- a. Title 5 of the United States Code (USC), Chapter 61, Hours of Work.
- b. Title 5 of the Code of Federal Regulations (CFR), Part 551, Pay Administration under the Fair Labor Standards Act (FLSA).
- c. DOD Regulation 7000.14, Financial Management Policy and Procedures, Volume 8, Chapter 2, Time and Attendance, April 2013.
- d. USFK Regulation 690-1, Civilian Personnel Regulations and Procedures, Korean Nationals.
- e. Army in Korea (AK) Regulation 690-610, Excused Absences of Civilian Employees.
- f. Standard Operating Procedures (SOP), 175th Financial Management Center (EANC-FMC), KN Pay Time and Attendance Module (KTAM) for the Korean National Payroll System.
- g. IMCOM Regulation 690-610, Civilian Personnel Work Schedules.
- h. Public Law 114-75, November 5, 2015, Disabled Veteran Leave Entitlement.

2. **PURPOSE AND PROPONENCY:** The purpose of this policy memo is to document the proper processes and procedures used by the U.S. Army Garrison-Yongsan/Casey to grant and manage users' access for the Defense Automated Time and Attendance Access and Production System (ATAAPS) for US Civilian Employees, and KNPay Time and Attendance Module (KTAM) for Korean National Employees.

3. **APPLICABILITY:** This policy applies to all U.S. Civilians and Korean National (KN) employees assigned or attached to U.S. Army Garrison, Yongsan-Casey.

4. **POLICY:**

a. Legislation, directives and regulations establish standards for defining the minimum level of quality acceptable for time and attendance accountability. Internal controls must be established to provide reasonable assurance the objectives of the systems are accomplished.

b. Access to resources and records is limited to authorized individuals. The basic concept behind restricting access is to help reduce the risk of unauthorized use or loss to the Government.

c. The certification of time and attendance is an authorization for expenditure of Government funds. Accordingly, the certifying official may be held pecuniary liable for illegal, improper, or incorrect payment resulting from their certification.

d. For each civilian employee, a daily record of time in pay and non-pay status should be maintained. Every first-line supervisor will establish normal duty hours for each employee. If the first-line supervisor is not the Director, it's also required for Director to approval and sign.

## 5. ROLES AND RESPONSIBILITIES

a. Employee/User: A user has non-privileged access in DATAAPS and does not require completion of a DD Form 2875, System Authorization Access Request (SAAR). The user/employee is able to record their own timecard information each pay period in DATAAPS. Users are responsible for the following:

(1) Ensuring scheduled hours in DATAAPS accurately reflect the authorized work schedule for each pay period.

(2) Providing an electronic accounting of hours worked and leave taken by the established deadline for each pay period.

(3) Accurately coding all work or leave hours each pay period.

(4) Electronically "Concurring" time worked and leave taken once hours are accurately entered on the timesheet.

b. Timekeeper: A timekeeper has privileged access in DATAAPS and requires completion of a DD Form 2875. The timekeeper only has access to employees assigned to a specific team(s) for which access is established by a Super User. Timekeeper responsibilities pertaining to their team(s) include maintaining employee schedules and entering time and attendance for employees without access or are not available when time and attendance entry in DATAAPS is due. Additional responsibilities include the following:

(1) Maintaining employee personnel data and pre-determined work schedules for each account, including making changes approved by the Employee/User or Certifier. Changes to work schedules must be approved by the Certifier.

(2) When requested by either the employee or supervisor, enter or correct the time worked for an employee who is unavailable to enter or correct their own time before the end of the pay period.

(3) Ensuring employees have entered and concurred their time and attendance within established timelines each pay period.

(4) Verifying supporting documentation for all leave usage, premium pay, and

AMIM-YNG-ZA  
SUBJECT: Policy #14, Time and Attendance (T&A)

compensatory time for travel is recorded and properly maintained.

(5) Reminding the Certifier to review and approve any retro-certifications for previous pay periods.

c. Certifier: A Certifier has non-privileged access in DATAAPS and requires completion of a DD Form 2875. Certifiers are supervisors authorized to approve or disapprove leave and premium time requested and to certify time and attendance for employees assigned to their DATAAPS roster. In addition to ensuring all time and attendance is accurate and complete in DATAAPS, responsibilities include the following:

(1) Establishing guidelines for employee timecard submission deadlines and manage timekeeping functions.

(2) Reviewing, verifying, and taking action on all requests for leave, premium pay, compensatory time, and compensatory time for travel. Ensuring the information on the request is accurate (e.g. dates and times are correct; reason for premium time is valid). Approving or disapproving requests on time.

(3) Reviewing, verifying, and maintaining awareness of employee sick, annual, and compensatory leave balances to ensure compliance with all rules, regulations, policies, and laws.

(4) Ensuring employees enter correct codes for all work/leave hours each pay period.

(5) Certifying time and attendance for all employees by 1400 the Friday before the end of the pay period, unless notified of a different timeline due to holidays.

(6) Reviewing and certifying any corrections to prior pay period = retro-certification.

(7) Ensuring Timekeepers are properly trained and have time to perform timekeeping responsibilities.

d. Sufficient internal controls shall be established to prevent unauthorized changes to completed time and attendance reports. Approving officials must have a reasonable basis with periodic testing of internal control to ensure accuracy and legal compliance.

## **6. WORK SCHEDULES:**

a. Basic work requirement. The basic work requirement is defined as the number of hours, excluding overtime hours; an employee is required to work, or to account for, by charging leave. The regularly scheduled work week is 8 hours per day/5 days per week.

b. Alternative work schedules (AWS) program permits a variety of flexible and compressed work schedules.

(1) Flexible work schedule. Use of a flexible work schedule (Flextime) is authorized. Flextime is a flexible work schedule that splits the tour of duty into two distinct kinds of time with core hours and flexible hours. Under the USAG-Yongsan/Casey Flextime Schedule, an

employee must be at work or on the approved absence during the core hours of 0900-1500 and must account for the total number of hours he or she is scheduled to work.

(2) Compressed work schedule. Use of compressed work schedule is not authorized in USAG Yongsan-Casey. A compressed work schedule is a fixed schedule which enables the full-time employees to complete the basic work requirement of 80 hours in fewer than 10 workdays.

(3) Shift work. Shift work requires the supervisor to establish non-flexible work hours. Shift work is authorized as required by mission.

c. Overtime and Compensatory Time.

(1) Authorization. The USAG-Yongsan/Casey Commander and Deputy Garrison Commander (DGC) have the authority to approve overtime and compensatory time. This authority has been delegated to Garrison Directors and Office Chiefs. Overtime and Compensatory time will be executed within their limited ceiling.

(2) Approved written authority for overtime, compensatory time, or holiday work must be made via a Premium Request through DATAAPS for U.S. employees and via IMCOM Form 1-H for Korean National Employees. Overtime services of Korean National Employees on regular 40-hour work week is limited to 12 hours.

(3) Emergency overtime work (i.e., for health or safety reasons) may be verbally approved by the approving official; work will not start until this approval is received and followed up with a written approval. The appropriate method of approval must be prepared and processed no later than the next duty day.

(4) Paid overtime is expected to be kept at an absolute minimum. Compensatory time should be considered before granting paid overtime.

(5) Compensatory time is computed at the rate of one hour of compensatory time for each overtime hour worked. No special hourly rates, such as night differential, weekend, holiday, etc., should be added to compensatory time worked.

(6) For U.S. employees, any compensatory time must be used within 26 pay periods.

(7) Compensatory Time Off for Travel. Employees shall request credit for compensatory time for travel by providing documentation of the time spent in official travel status. Creditable compensatory time for travel is time in a travel status that is not otherwise compensable as hours of work. This includes only the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations. *Travel compensatory time is not authorized for Permanent Change of Station (PCS).*

(8) Employees shall file requests for credit of compensatory time for travel within five workdays after returning to the official duty station, by submitting a travel itinerary or any other supporting documentation to supervisor. If not submitted within the prescribed time limits, the employee may forfeit his or her claim to the compensatory time for travel. If an employee fails

AMIM-YNG-ZA

SUBJECT: Policy #14, Time and Attendance (T&A)

to use the compensatory time for travel within 26 pay periods after it was credited, the compensatory time off is forfeited.

(9) KN employees may request compensatory time in lieu of payment for overtime worked. Once compensatory time is elected, it cannot be changed back to overtime payment. Compensatory time should be taken in the same pay period accrued. However, the time period for use may be extended for up to 3 additional monthly pay periods. Compensatory time is forfeited if not used within these pay periods or if the employee transfers or is reassigned to another organization.

(10) Callback Overtime. A minimum of 2 hours of overtime shall be paid if an employee is required to return to work after completing the normal daily tour of duty and leaving the place of employment. If actual hours worked on call-back are less than 2 hours, at least 2 hours of overtime pay will be approved, if over 2 hours, the actual hours worked will count.

d. Holiday Work (HW)

(1) Employees who are required to work on a holiday within their basic work week are entitled to premium pay.

(2) KN employees who are directed to work on U.S. holidays are paid at their regular hourly rate or the employee is charged annual leave if directed to take off on U.S. holidays by their supervisor. Sick leave will not be used in lieu of annual leave.

g. Night Differential (ND).

(1) The ND pay for U.S. employees is authorized at a rate of 10% over the scheduled rate when the actual hours of the regularly scheduled work fall between the hours of 1800-0600. Hours worked between 1800-0600 that are in excess of 8 hours in a day or 40 hours in a week are paid at both the ND and overtime rates.

(2) The ND pay rate for KN employees is an additional 50% of base pay and Consolidated Allowance Payment (CAP) when the actual hours of the regularly scheduled work fall between the hours of 2200-0600. Hours worked between 2200-0600 hours that are in excess of 8 hours in a day or 44 hours in a week are paid at both the ND and overtime rates.

f. Leave

(1) The minimum charge for any category of leave is 15 minutes for U.S. and KN employees.

(2) Requests for leave normally should be made in advance and must be made via DATAAPS for U.S. employees on OPM Form 71 for Korean National Employees.

(3) An annual leave plan will be developed and published to ensure a reasonable vacation for employees, to preclude leave forfeiture and ensure the mission is not adversely affected.

(4) Sick Leave. Supervisors may require sick leave of more than 3 consecutive

AMIM-YNG-ZA

SUBJECT: Policy #14, Time and Attendance (T&A)

workdays be supported by medical documentation. In any case of suspicion an employee is abusing the use of sick leave, the supervisor will advise the employee in writing that a medical documentation is required for any absence's uses of Sick Leave.

(5) If an emergency or illness arises making it impossible for the employee to complete a leave request through DATAAPS or OPM Form 71 prior to this necessity, the employee must contact the supervisor as soon as practical, usually no later than 2 hours after the beginning of the duty day. If the supervisor approves the leave, the employee will prepare OPM Form 71 on the next workday.

(6) Maternity Leave. U.S. Employees will be charged sick leave for maternity leave. IAW USFK Reg 690-1, 1 July 2017, Korean National Employees, must be enrolled in the Korean Employment Insurance Funds, ROK Government for a minimum of 180 days to be eligible for up to 90 days non-chargeable leave.

(7) Excused Absence. Korean National employees are allowed absence from duty administratively authorized without charge to leave or loss of pay as listed and for the specific circumstances detailed and IAW Army in Korea (AK) Regulation 690-610.

(8) Absence for Infertility Treatment. Korean National employees who want to receive infertility treatment such as artificial insemination or IVF (In Vitro Fertilization) will be authorized to be absent from duty for three workdays per leave year. Out of the three workdays authorized, the first one day will be excused without charge to leave or loss of pay regardless of the number of an employee's scheduled working hours. The other two workdays will be charged to the employee's leave.

(9) Veteran Leave: Veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability. An eligible employee will receive the appropriate amount of disabled veteran leave as of the employee's "first day of employment," as defined below. Disabled veteran leave is a one-time benefit provided to an eligible employee. The employee will have a single, continuous 12-month eligibility period, beginning on the "first day of employment" in which to use the leave or it will be forfeited with no opportunity to carry over the leave into subsequent years. An employee may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.

## **7. PROCEDURES:**

a. U.S. employees input their Time and Attendance (T&A) data in DATAAPS. T&A data must be inputted and certified by COB Friday at the end of each pay period. When the Friday is a Holiday, T&A will be completed by COB on Thursday. Retroactive changes in DATAAPS must be accomplished within 2 pay periods.

b. KN timekeepers input KN employees' T&A data into KNPAY Time and Attendance Module (KTAM) and T&A data/report should be transmitted to arrive at the payroll office (KN Pay Division, 175th Financial Management Center (FMC) NLT close of business on the first workday following the end of the pay period.

AMIM-YNG-ZA

SUBJECT: Policy #14, Time and Attendance (T&A)

c. Employees who work beyond the normal tour of duty will receive overtime or compensatory time when the request is documented and approved on in advance.

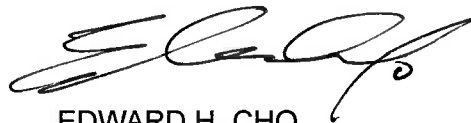
d. Upon approval and subsequent completion of the premium work, the supervisor will certify on the reverse side of IMCOM Form 1-H that the work was actually performed.

e. Timekeepers will not enter overtime or compensatory time without an approved Form 1-H.

f. Each employee's time and attendance report shall be certified by the employee's supervisor at the end of the pay period. Certified time and attendance source documents are subject to audit and all certifying officials are responsible for furnishing justification and verify use of annual leave and compensatory time earned to ensure compensatory time is used before annual leave and prevent conversion of compensatory time to payment as overtime.

g. Time and attendance records shall be maintained IAW records retention requirements as set forth in AR 25-400-2, and the Army Audit Program.

8. **POINT OF CONTACT:** The staff proponent for this policy is the USAG Yongsan-Casey Director of Resource Management, questions should be referred to the Manpower Chief and any of the Manpower Agreement Analyst.



EDWARD H. CHO  
COL, LG  
Commanding