

***NATIONAL WEATHER SERVICE INSTRUCTION 1-705
APRIL 23, 2003***

***Administration and Management
Administrative Controls***

National Weather Service Time and Attendance Program

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO3 (B. Downs)
Type of Issuance: Initial

Certified by: CFO3 (N. Scheller)

SUMMARY OF REVISIONS:

<u>Signed</u>	<u>4/9/03</u>
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National Weather Service Time and Attendance Program

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1. Introduction. The purpose of this procedure is to give guidance and information regarding the National Weather Service (NWS) Time and Attendance (T&A) policies. The guidance listed in this procedure is in accordance with all GSA, DOC and NOAA regulations.

1.1 T&A Servicing Office. NOAA provides a T&A Servicing Office at MASC, in Boulder, Colorado. This office provides auditing services, problem solving and policy advice. The T&A Servicing Office is available to all T&A Contact Points.

1.2 NWS T&A Liaison. The NWS Headquarters T&A Liaison to NOAA is currently Beth Downs, Office of the Chief Financial Officer, W/CFO3, Beth.Downs@noaa.gov.

2. DOC Leave Administration. The DOC maintains a Web site on leave administration at: <http://ohrm.doc.gov/handbooks/leave.htm>. The site covers areas such as:

- a. Annual Leave
- b. Sick Leave
- c. Duty Hours
- d. Transfer and Recredit of Annual and Sick Leave
- e. Lump Sum Payments for Annual Leave
- f. Absence Without Pay

- g. Military Leave
- h. Excused Absences (Administrative, Holiday, Jury Duty)

3. Time and Attendance Responsibilities. Completing the T&A data input every 2 weeks is the responsibility of the employee, timekeeper, and the supervisor. Additional information can be found at: <http://www.rdc.noaa.gov/~hrmo/TA-Memo00.htm>. NOAA defines these responsibilities as:

3.1 Employee:

- a. Supply correct data for input in a timely manner for timekeeper to complete T&A input by NOAA deadlines.
- b. Verify that all information is correct before T&A is certified.
- c. Ensure all time and leave claimed has prior supervisory approval.

3.2 Timekeeper:

- a. Collect data from employees and enter into the T&A system correctly.
- b. Print the certified T&A
- c. Have employee and supervisor initial/sign the certified T&A
- d. Ready the T&A disk for transmission
- e. Deliver T&A data disk to transmission point for timely transmission

3.3 Supervisor. NOAA describes a supervisor's responsibilities as follows: "A supervisor is the major player in the T&A reporting process." In addition, NOAA notes that "Supervisors can be held personally accountable for an overpayment of Government funds due to errors on the certified T&A reports." NWS adheres to these responsibilities and considers that management of the T&A reporting process should be overseen by the supervisor. A supervisor may not delegate this responsibility to a timekeeper. A supervisor must:

- a. Ensure that T&As are completed in a timely manner
- b. Review all certified T&As before transmission
- c. Ensure that all data is correct for each employee
- d. Sign certified T&As and inform timekeeper of approval
- e. Discuss discrepancies directly with employee-do not involve timekeeper

4. Accrual and Usage of Time-NWS Policy. On December 10, 2002, NWS issued new policy regarding the accrual and usage of time in 15 minute increments; this includes Annual leave, Sick leave, claim and use of overtime and/or compensatory time. NWS will now allow employees to claim and use time in 15 minute increments. All previous policy issued on this subject is void.

5. Timekeeper Training. The NOAA T&A Servicing Office offers T&A training to new and experienced timekeepers. Contact Melody Person at Melody.Person@noaa.gov to schedule T&A training.

6. Pay and Leave Calendar. NOAA maintains a Pay and Leave Calendar on their Web site for all paydays and all Federal holidays. You can find this calendar at: http://www.masc.noaa.gov/masc/hrd/hrd_ppd02.html.

7. Frequently Asked Questions (FAQs). NOAA provides a 12 page section on FAQs at: <http://www.rdc.noaa.gov/~hrmo/T&A-FAQs.htm>.

8. Links to Other NOAA Web Sites. The following is a link to the NOAA Pay and Leave website. <http://www.rdc.noaa.gov/~hrmo/pay.htm>. It has information on leave benefits such as:
 1. Family Friendly Workplace
 2. Overtime Pay for Travel
 3. Scheduled Holidays
 4. Pay Rates and Locality Pay
 5. Court Leave