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

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Signed  
Irwin T. David  
Chief Financial Officer/Chief Administrative Officer

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Date
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](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.


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