

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

HRDG 4610 - Tours of Duty - Section A

Last Modified:

Subchapter 4610 - Tours of Duty Section A - Responsibilities

- [Introduction](#)
- [MRP Agency Heads](#)
- [Authorizing Officials](#)
- [Managers and Supervisors](#)
- [Employees](#)
- [Time and Attendance Clerks](#)
- [Instructions on Timekeeping](#)
- [WebTA FAQs](#)

[Back to 4610 Table of Contents](#)

Introduction

Agency managers, supervisors, and employees have distinct responsibilities relating to the implementation of work schedules and adherence to the requirements which are established by law, regulation, and agency policy.

Each agency head (authorizing official):

**MRP Agency
Heads**

- Determines policy in regard to use of standard, nonstandard, and alternate work schedules; and
- Monitors and evaluates the effectiveness of tours of duty in terms of set objectives.

**Authorizing
Officials**

Tours must be set in accordance with the requirements set forth in this Guide. Authorizing officials are responsible for determining which tours of duty are available for use for headquarters and field locations based on work requirements and other objectives. Authorizing officials also may determine the level to which the authority to set Tours of Duty (TOD's) at headquarters and field locations may be delegated. (The authority to set TOD's may be delegated to the level of supervision consistent with the authority to approve overtime and time and attendance sheets.)

Managers and supervisors:

- Are ultimately responsible for setting up tours of duty for their employees, in accordance with agency guidelines, Activity delegations of authority, and mission requirements;
- Plan and organize work assignments to utilize work schedules to the best advantage;
- Establish tour expectations including policies for recording attendance;
- Ensure that employees who are nonexempt from the Fair Labor Standards Act regulations do not exceed an 8-hour workday except when overtime is officially authorized or as permitted by regulations governing flexible or compressed tours;
- Ensure that the office is covered during customer service hours; and
- Review the accuracy of T&A reports and initial via electronic or original signature T&A reports before they are certified and sent to the National Finance Center (NFC).

**Managers
and
Supervisors**

For organizations using alternative work schedules, managers and supervisors also:

- Attempt to schedule meetings and other all-employee functions during core times;
- Resolve differences between employees and subordinate supervisors on tour of duty requests; and
- Approve the tour of duty for each employee and any changes in the schedule.

Employees are responsible for:

- Reporting to work on time and following applicable tour rules,
- Preparing and validating the T&A report or other appropriate document (timecard, logsheet, WebTA etc.) to verify that it accurately reflects hours actually worked; and
- Maintaining appropriate documentation to support scheduled and performed work.

For employees where flexible or compressed work schedules are approved and where work requirements allow employees to have input into the scheduling of their tour, responsibilities include:

- Establishing a written or electronic schedule using [MRP Form 346](#) (181.08 KB), or equivalent, in conjunction with the supervisor, that reflects the ability to accomplish the job requirements in the most efficient and effective manner.

AMS and APHIS Only:

If your Program's DA Requires you to...	Then...	And . . .	Your timekeeper...
Enter and validate your own WebTA data,	Your WebTA validation is your electronic signature attesting to your time and attendance (T&A) for the pay period.	A hardcopy or electronic log sheet is not to be completed.	May be required to also review and validate your webTA data prior to your supervisor's certification.

You must:

T&A Clerks:

- Accurately complete the T&A form,
- Review attendance at the end of each pay period to ensure each employee has recorded work hours,
- Perform T&A audits when required, and
- Retain all T&A logs for 6 years.

Note: The General Services Administration requirement for retention of T&A records is 3 years; however, the statute of limitations on pay claims against the Federal Government is 6 years. It is necessary to have detailed records in order to adjudicate claims. NFC served as a retention point for such T&A records in the past. With the change to electronic records, however, sufficient data is not available to reconstruct work records for adjudication of claims. The absence of agency records will not excuse the agency or cause the Office of Personnel Management to dismiss the pay claim. Logsheets and any supporting data, therefore, must be maintained locally for a 6-year period.

Time and Attendance Clerks

For flexible schedules, T&A clerks:

- When required, use the logsheet (hardcopy or electronic form) to help complete the T&A
- Ensure permanent changes in tours of duty are supported by an approved written or [electronic](#) request for permanent change in tour of duty
- Ensure temporary changes in schedule are documented
- When required by the supervisor, review and validate employee entries in WebTA
- Bring any discrepancy to the supervisor's attention before validating transferring the data in WebTA

Note: In locations without T&A clerks, employees are responsible for completing the T&A's in accordance with these guidelines.

Detailed instructions on timekeeping requirements are available in the **Instructions on Timekeeping** T&A manual published by the National Finance Center (NFC). Timekeepers should review this manual on-line for answers to specific timekeeping problems.

In addition WebTA FAQs (Employees Only) are available on-line.

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[Return to 4610 Table of Contents](#)

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