

Instructions for Completing
TIME AND ATTENDANCE LOG
*(Information required to be completed will vary
depending on employment type/management)*

ITEMS 1 THROUGH 5: Self-explanatory

ITEM 6: Enter Total sick and annual leave used for the current pay period.

ITEM 7: Enter a "1" for 1st week scheduled for overtime, "2" for 2nd week scheduled for overtime, "3" for both weeks scheduled for overtime. If overtime is not regular scheduled leave this field blank.

ITEM 8: Enter Pay Period dates.

ITEMS 9 THROUGH 11: Complete the Time in Block for the day showing the clock time when the employee starts work. Complete the Time Out block for the day showing clock time when the employee stopped work. If the employee is not in work status for any part of the day complete the Absent from/to blocks showing clock time when absence began and ended. Employee/supervisor initial appropriate block at the end of each day certifying that times shown in Time In/Out and Absent From/To blocks are correct.

ITEM 12: Enter accounting data information, if required.

ITEM 13: Under TRANSACTION enter the appropriate transaction code, and, if needed a prefix and/or suffix, for each line item. *(See PC - TARE handbook for all available codes.)*

ITEM 14: At the end of each day, allot the appropriate number of hours to each transaction code/accounting data information. *(This includes Compensatory Time Used and Overtime Worked.)*

ITEM 15: Enter the hours worked or leave taken under TOTAL HOURS - 1st WEEK and 2nd WEEK.

ITEM 16: Enter Total Time with Pay for each Day.

ITEM 17: Enter Total Weekly Time in Pay Status for each week.

ITEM 18: At the end of each day, allot the appropriate number of hours of Other Time, including designation of the category. Included under this section are Credit Hours (*Earned*) - when appropriate, Leave Without Pay (*LWOP*), Absence Without Official Leave (*AWOL*), and Compensatory Time Earned.

ITEM 19: Enter hourly total, by week allotted to each category of Other Time (*includes Credit Hours (Earned)*), Leave Without Pay (*LWOP*), Absence Without Official Leave (*AWOL*), and Compensatory Time Earned.

NOTE: For full-time employees, credit hours may not be earned until 80 hours of regular time (*code 01*) or a combination of 80 hours of regular time (*code 01*) and holiday time (*code 66*) have been earned.

NOTE: For part-time employees, credit hours may not be earned until employees have completed the number of hours comprising their basic work requirement for the pay period.

NOTE: Senior Executive Service employees cannot earn credit hours.

ITEM 20: Enter total hours of Other Time for each day shown under Item 18.

ITEM 21: Enter total weekly Other Time (*Hours*).

TRANSACTION CODES

- 01 - Regular Time - Base Rate
 - 04 - Sunday Differential
 - 05 - Sunday Differential with Night Differential
 - 11 - Night Differential
 - 12 - Compensatory Time Earned with Night Differential
 - 13 - Night Differential on Sunday Double Time *(See T/C 22)*
 - 14 - Hazard Pay Differential
 - 17 - Commute Use of Government Auto
 - 18 - Overtime on Grain Appeal
 - 19 - Overtime Over 8 Hours Per Pay Within 40 Hour Week
 - 21 - Overtime Over 40 Hours Per Week
 - 22 - Double Time for Sunday Work *(Plant Quarantine & Animal Health Import-Export Inspectors Only)*
 - 23 - Overtime Under FLSA Only
 - 24 - Overtime Travel Under Title V
 - 25 - Overtime in Excess of 40 Hours Per Week With Night Differential
 - 26 - Overtime Over 8 Hours Per Day Within 40 Hour Week With Night Differential
 - 29 - Credit Leave Earned
 - 30 - Overtime Call Back - No Work Performed - Compensable Under Title V Only
 - 31 - Holiday Work
 - 32 - Compensatory Time Earned in Lieu of Overtime at the Premium Rate
 - 33 - Overtime Call Back - No Work Performed on Sunday *(Plant Quarantine and Animal Inspection Import-Export Inspectors Only - Compensable Under Title V Only)*
 - 35 - Regular Time - Basic, Renegotiations or Reopener Negotiations
 - 36 - Regular Time - Mid Term Negotiations
 - 37 - Regular Time - On-going Labor-Management Relationship
 - 38 - Regular Time - Grievances and Appeals
 - 40 - Home Leave Earned
 - 41 - Administratively Uncontrollable Overtime (*AUO*) or Standby Time (*Annual Basis*)
 - 45 - Begin Cost of Living Allowance
 - 46 - Begin Foreign Post Differential
 - 47 - Discontinue Cost of Living Allowance
 - 48 - Discontinue Foreign Post Differential
 - 49 - Remote Worksite Allowance/Quarters Allowance
 - 50 - Credit Leave Taken
 - 60 - Compensatory Time Used - Religious Observance
 - 61 - Annual Leave Taken
 - 62 - Sick Leave Taken
 - 63 - Restored Annual Leave
 - 64 - Compensatory Time Used
 - 65 - Military Leave - Regular
 - 66 - Other Leave Taken
 - 67 - OWCP Injury Leave
 - 68 - Military Leave - Emergency
 - 69 - Home Leave
 - 71 - Leave Without Pay (*LWOP*)
 - 72 - Absence Without Official Leave (*AWOL*)
 - 73 - Suspension
 - 74 - Furlough
 - 86 - Commisary Deduction
 - 89 - Imprest Fund Deduction
 - 91 - Quarters/Subsistence Deduction
 - 92 - Meals Deduction
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APPROVED QUARTER HOUR INCREMENTS

- .1 = 15 Minutes
- .2 = 30 Minutes
- .3 = 45 Minutes
- 1. = 1 Hour

TIME AND ATTENDANCE LOG

1. EMPLOYEE NAME <i>(Please Print - Last, First, MI)</i>			2. SCHEDULED TOUR			3. SOCIAL SECURITY NUMBER			4. YEAR	5. PAY PERIOD	6. TOTAL LEAVE USED THIS PAY PERIOD		ANNUAL	SICK						
INSTRUCTIONS: Please read Instructions on reverse before completing form.			7. REGULAR SCHEDULED OVERTIME			8. PAY PERIOD COVERING			FROM:				TO:							
9. TIME			SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	REMARKS			
IN																				
OUT																				
IN																				
OUT																				
10. ABSENT																				
FROM																				
TO																				
FROM																				
TO																				
11. INITIALS		EMPLOYEE																		
		SUPERVISOR																		
12. ACCOUNTING DATA		13. TRANSACTION			14. TIME IN PAY STATUS <i>(Hours)</i>														15. TOTAL HOUR	
	PRE-FIX	CODE	SUF-FIX	1	2	3	4	5	6	7	8	9	10	11	12	13	14	1ST WK	2ND WK	
				SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
Regular Time		01																		
Annual Leave		61																		
Sick Leave		62																		
Holiday <i>(Other)</i>		66																		
Credit Hours <i>(Used)</i> <i>(Maxiflex Only)</i>		50																		
16. TOTAL TIME WITH PAY																		17a.	17b.	
				18. OTHERTIME <i>(Hours)</i>														19a.	19b.	
Credit Hours <i>(Earned)</i> <i>(Maxiflex Only)</i>		29																		
20. TOTAL OTHER TIME																		21a.	21b.	