

# Time & Attendance Business Rules

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## Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC) Command Group, Personal, and selected Special Staff

### 1. References:

a. DoD 7000.14 - R, Department of Defense, Financial Management Regulation, Volume 8, Civilian Pay Policy, October 2021.

b. Headquarters, U.S. Army Training and Doctrine Workplace Flexibilities Telework and Alternative Work Schedules, October 2021.

2. **Purpose:** To establish guidance and procedures for requesting leave, concurrence and certification of timecards, and upholding internal controls practices.

3. **Applicability:** This plan applies to all HQ TRADOC Command Group, Personal, and selected Special Staff Army Civilian Professionals and their supervisors/certifiers of civilian timecards.

### 4. Roles and Responsibilities:

#### a. Secretary of the General Staff, Administrative Support Division:

(1) Serves as the Lead Timekeeper for the Command Group, Personal, and selected Special Staff. SGS also serves as the Internal Control Administrator with oversight for the Time and Attendance Internal Control Checklist.

(2) Creates Rosters, Adds/Deletes Army Civilian Professionals and Certifiers and ensures DD 2875 is completed on all Certifiers.

(3) At the end of each pay period, performs ATAAPS inquiries to determine if all timecards are certified and notifies organizations of timecards still requiring certification.

#### b. All Command Group, Personal, and selected Special Staff Offices:

(1) Designate an Army Civilian Professional to serve as the Organization Timekeeper. The purpose of this position is to input time and attendance for Army Civilian Professionals not available (for example, if on emergency leave, unplanned annual or sick leave) and to ensure certification within designated timelines. The Organization Timekeeper will also ensure Army Civilian Professionals have concurred timecards and review timecards for flags.

(2) Designate a Primary Certifier and an Alternate Certifier. Alternates can be from other Command Group, Personal, and/or selected Special Staff offices as needed. Certifiers should be the Director, a Deputy, and/or other subordinate supervisors.

**c. Supervisors/Certifiers:**

(1) Supervisors/certifiers are responsible for ensuring all time is accurately recorded in ATAAPS, to include hours worked, leave taken, and use of correct reason code(s). Additionally, supervisors/certifiers should ensure Army Civilian Professionals have concurred their timecard in ATAAPS. In some instances (emergency leave, unexpected leave, etc.) an Army Civilian Professional may not be able to concur on their timecard prior to it being certified. In these cases, it should be concurred the following week, as soon as possible. Supervisors/certifiers must certify timecards prior to the end of the pay period. Supervisors must ensure that Army Civilian Professionals have the opportunity to use accrued annual leave and earned credit hours, compensatory time, and compensatory time for travel to prevent forfeiture of time, or avoidable payouts, if applicable.

(2) It is the Primary Certifier's responsibility to ensure timecards are certified in accordance with deadlines. If unable to certify, it is the Primary Certifier's responsibility to notify the alternates that assistance is required.

(3) The supervisor and Army Civilian Professional are jointly responsible for planning and scheduling annual leave throughout the leave year. Supervisors of Army Civilian Professionals at or near a use or lose leave status should ensure the Army Civilian Professional manages his or her scheduled leave throughout the leave year to avoid forfeiture of leave. Army Civilian Professionals should not wait until the end of the leave year to schedule annual leave

**d. Army Civilian Professionals:**

(1) Army Civilian Professionals will enter hours worked, submit leave and premium requests, and obtain prior approval to use accrued/earned time off and to earn premium time. Civilian Army Civilian Professionals must concur their timecards NLT noon on the second Thursday of each pay period (or as directed by supervisors/certifiers), verifying their hours in ATAAPS are correctly captured and noting reason code(s) to reflect telework, family medical leave, etc., as appropriate.

(2) The supervisor and Army Civilian Professionals are jointly responsible for planning and scheduling annual leave throughout the leave year. Army Civilian Professionals should maintain situational awareness on their annual leave balance and not wait until the end of the leave year to schedule annual leave.

**5. Processes:**

a. Certifiers should not certify their supervisor's timecard. This is an internal control and complies with regulatory guidance (Reference a). All Director's timecards will be certified by the supervisor or designated official within the Command Group. For example, the SGS, GS-15 timecard is certified by the supervisor's Executive Officer.

b. ATAAPS Rosters will be set up by Organization Name and Primary Certifier with two alternates.

| <b><u>ROSTER</u></b>                     | <b><u>PRIMARY</u></b> | <b><u>1st Alternate</u></b> | <b><u>2nd Alternate</u></b> |
|--|-----------------------|-----------------------------|-----------------------------|
| OCG/CPG                                  | Deputy, CPG*          | AXO, CG                     | DCG XO                      |
| ODCG                                     | DCG XO                | AXO, CG                     | EDCG XO                     |
| OEDCG                                    | EDCG XO**             | DCoS XO                     | DCG XO                      |
| ODCoS                                    | DCoS XO               | EDCG XO                     | DCG XO                      |
| CAO                                      | Dir, CAO***           | SGS Admin Off               | SGS                         |
| CKO                                      | Dir, CKO***           | Deputy, CKO                 | SGS Admin/SGS               |
| ESO                                      | Dir, ESO***           | Deputy ESO                  | SGS Admin/SGS               |
| FMO                                      | Dir, FMO***           | SGS Admin Off               | SGS                         |
| IG                                       | IG                    | Deputy, IG                  | IG, Chf A&I                 |
| IRAC                                     | Dir, IRAC***          | Deputy, IRAC                | SGS Admin/SGS               |
| Communication Directorate (formerly PAO) | Deputy, Comm Dir      | Comm Director               | Comm Dir, Plans Chief       |
| QAO                                      | Dir, QAO***           | Deputy, QAO                 | SGS Admin/SGS               |
| SGS                                      | SGS***                | SGS Sr. SACO                | SGS Admin Off               |
| OSJA                                     | SJA                   | D, SJA                      | Sr. Legal Admin             |
| TRADOC LNO                               | LNO                   | SGS                         | SGS Sr. SACO                |

\*Deputy CPG timecard certified by AXO, CG.

\*\*EDCG XO timecard certified by DCG XO.

\*\*\*All Directors are on the ODCoS Roster.



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