



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

APAJ-RM

22 July 2019

COMMAND POLICY MEMORANDUM 19-05

FOR SEE DISTRIBUTION

SUBJECT: Civilian Time and Attendance (T&A) and use of the Automated Time Attendance and Production System (ATAAPS)

1. References.

- a. Title 5 of the United States Code (USC), Chapter 61, Hours of Work.
- b. Title 5 USC, Chapter 55, Pay Administration, Subchapter V - Premium Pay.
- c. Title 29 USC, Chapter 8, Fair Labor Standards.
- d. Title 5 of the Code of Federal Regulations (CFR), Part 551, Pay Administration under the Fair Labor Standards Act (FLSA).
- e. Title 5 CFR, Part 550, Pay Administration (General).
- f. DOD Regulation 7000.14, Financial Management Policy and Procedures, Volume 8, Chapter 2, Time and Attendance. Jun 2013.
- g. <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/>

2. Purpose. The purpose of the USARJ T&A system is to ensure that T&A recorded in the ATAAPS is authorized; promptly recorded; accurate for leave and pay purposes; approved timely; and, that appropriate documentation is retained that complies with applicable audit and regulatory requirements.

3. Applicability. This policy applies to all Department of the Army (DA) Civilians in all assigned units, organizations, staff elements, and other activities assigned or attached to Headquarters USARJ.

4. Policy. This policy establishes T&A requirements for employees, timekeepers and supervisors. It requires that T&A data be maintained in ATAAPS and cover the length of the bi-weekly pay period.

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5. The point of contact for this memorandum is the Managerial Accounting, Audit (MAAA) Analysis Division, G8 at 262-8075.

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1. USARJ T&A and ATAAPS Policy

2. HQ AJ Form 3835

1. Examples of creditable travel comp time

2. Calculation tool

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Special

Enclosure 1 - USARJ T&A and ATAAPS Policy

1. Responsibilities

a. Director/Deputy Director/Assistant Directors

(1) Designate primary and alternate certifying officials and ensure that they know the employees for which they are responsible and understand that they are responsible for the employees' attendance. Certifiers will be delegated this responsibility on a DD Form 577 through coordination with USARJ G8.

(2) Designate timekeepers and approve overtime and other premium pay.

b. USARJ G8 Managerial Accounting Office

(1) Serve as the ATAAPS Program Manager for USARJ.

(2) Provide initial training and semi-annual recurring training for Certifying Officials and timekeepers.

(3) Establish and maintain certifying officials and timekeepers in the ATAAPS system.

(4) Monitor premium hours earned and used within USARJ

(5) Conducts periodic audits to ensure USARJ organizations are in compliance with the procedures laid out in this policy and maintain the appropriate supporting documentation.

c. Supervisors (Certifying Officials)

(1) Ensure that T&A data for employees under their supervision are prepared according to this policy.

(2) Maintain accountability for each individual listed on their organizational T&A report and ensure the accuracy of T&A data. This is done through observation, discussion and review of employee work products. When an employee's schedule of hours of duty or work location differs from the supervisor's, the supervisor may:

(a) Arrange for another supervisor to observe the employee occasionally during times the supervisor is not present and/or visit the employee's work site occasionally;

(b) determine the reasonableness of work output for the hours reported;

and

(c) contact the employee periodically during the employee's scheduled work hours.

(3) Approve, as appropriate, employee Premium Request(s). Ensure that overtime/premium hours are scheduled and approved in advance of the work to be performed.

(4) In conjunction with Timekeepers, keep informed as to the attendance of employees for whom they are responsible, including those assigned to duty stations away from the supervisor's immediate area.

(5) Maintain supervision of employees under alternative work schedules during all hours of extended workdays to ensure proper certification of employees' T&A data.

(6) Monitor employee leave balances and ensure that "Use or Lose" leave can be taken in the leave year. Supervisors should take appropriate action related to leave issues.

(7) Certify as accurate for leave and pay purposes the T&A data for each employee under their supervision following the end of the pay period according to the best of the supervisor's knowledge. In order to ensure employees are paid, all employees must be certified by COB Friday, last working day of the pay period.

(8) Ensure that prior pay period changes for premium hours worked or leave usage are appropriate and, if so, re-certify as soon as possible, but not later than one year after the applicable pay period.

(9) Retain medical documentation supporting T&A leave confidentially and as a T&A record.

d. Timekeepers

(1) Timekeepers assist supervisors, as requested, in their responsibility to verify the accuracy of employees' T&A in ATAAPS and in ensuring that T&A data are certified in a timely manner. This includes verifying that leave reported in ATAAPS matches approved leave recorded electronically or manual (for example, a locally developed spreadsheet) or the OFM Form 71, Request for Leave. Discrepancies should be immediately brought to the attention of the employee, and if necessary, to the supervisor for resolution.

(2) Timekeepers may input, on rare occasions when employees cannot do so on their own, an employee's work and leave hours into ATAAPS based upon the supervisor's best knowledge of the employee's actual T&A.

(3) Maintain the required supporting documentation and current files for their designated certifying officials and their alternates. This includes documentation supporting all absences, military and court leave including copies of military/court orders and certification documentation of actual attendance upon return to work.

(4) Ensure that T&A records are properly secured and access to data is restricted in accordance with the Privacy Act. Retain all paper time and attendance documents in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

e. Employees

(1) Comply with periodic T&A instructions issued by USARJ-G8 (for example, an ATAAPS code for administrative leave or when ATAAPS closes early for an upcoming holiday) in addition to this policy.

(2) Verify for accuracy for leave and pay purposes, the hours recorded in ATAAPS; including the number of credit hours, compensatory time, and time off award hours, for the days they are earned or used.

(3) Input the hours and type of hours for non-premium work and absences in ATAAPS, generally by close of business on the second Friday of each pay period. Employees must also concur on their ATAAPS input indicating that the reported data is accurate for leave and pay purposes, including any premium hours worked. In rare circumstances where employees must modify their T&A for a prior pay period, the employees must re-concur in ATAAPS and promptly notify their supervisor of the changes made and the rationale for doing so.

(4) Submit request for leave or approved absence thru the Leave Request module in ATAAPS. If the employee is unavailable to submit a request prior to an absence, he/she must submit one upon returning to duty.

(5) Request in advance any work schedule changes from the supervisor and ensure that timekeepers have timely notification of work schedule changes and leave absences.

(6) Submit in advance, requests for approval of any overtime, through Premium Request module in ATAAPS to the Supervisor, to the extent possible, for work to be performed.

2. Overtime, Holiday Work and Compensatory time.

a. USARJ Staff Directors are delegated authority to approve overtime and compensatory time less than 17 hours within a pay period. This authority may be further delegated to Deputy Directors/Division Chiefs. The Chief of Staff approves overtime and compensatory time of 17 hours or more within a pay period. This authority may not be further delegated.

b. Requests for overtime, compensatory time, or holiday work, less than 17 hours can be submitted and approved using the ATAAPS Premium Pay Module. Individual Directorates may use HQ AJ Form 3835, if desired, as a preapproval method. Requests of 17 hours or more MUST be made on HQ AJ Form 3835 Request,

Authorization and Report of Overtime (Enclosure 2). The HQ AJ Form 3835 must be routed through G-8 for funds availability check and signature before submitting to Chief of Staff for approval. Once approved, the approved hours must be entered into the ATAAPS Premium Pay Module and approved as normal. The HQ AJ Form 3835 must be retained as a matter of record documenting Chief of Staff approval.

c. Compensatory Time Off for Travel. Employees may request credit for compensatory time for travel by providing documentation of the time spent in official travel status, away from the official duty station or official work site, including any meal periods and waiting times. Creditable compensatory time for travel is time in a travel status that is not otherwise compensable as hours of work under other legal authority. This includes only the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel (this excludes any extended or unusual waiting time between actual periods of travel during which the employee is free to rest, sleep or otherwise use the time for his or her own purposes). Waiting time at the airport terminal is limited to 2 hours for domestic flight and 3 hours for international flights. Enclosure 3 shows 3 examples of creditable compensatory time for travel.

e. Callback Overtime. A minimum of 2 hours of overtime/ compensatory time shall be paid if an employee is required to return to work after completing the normal daily tour of duty and leaving the place of employment. If actual hours worked on call-back are less than 2 hours, at least 2 hours of overtime pay will be paid. If the actual hours worked are longer than 2 hours, the actual hours worked will be compensated at normal overtime / compensatory time rates.

2. Leave.

a. The minimum charge for any category of leave is 15 minutes. Leave is requested and approved in ATAAPS. Requests for leave normally should be made at least 48 hours in advance. If a circumstance arises that an employee needs leave approved and ATMPS is not available OPM Form 71, Request for Leave or Approved Absence may be used.

b. Directorates and Staff agencies are strongly advised to create and publish an annual leave plan to ensure a reasonable vacation for employees, to preclude leave forfeiture and ensure the mission is not adversely affected. Supervisors and timekeepers will monitor the use of annual leave and compensatory time earned to ensure compensatory time is used prior to annual leave. Annual leave plan must ensure that compensatory time is included to preclude loss of leave or conversion of compensatory time to payment as overtime.

3. General Information

a. Employees input their T&A data in ATAAPS. T&A data must be input, concurred with by the employee and certified by the Certifying Official by COB Friday at the end of each pay period. When the Friday is a Holiday, T&A will be completed by COB on Thursday. Certification shall not ordinarily be made earlier than the last workday of the pay period. Retroactive changes in ATAAPS must be accomplished within 3 pay periods. The certifying official must be in the employee's direct supervisory chain. Certified time and attendance source documents are subject to audit by General Accounting Office (GAO), U.S. Army Audit Agency (USAAA), Internal Review (IR), and other inspection teams.

b. Falsification of T&A information and failure to comply with these instructions may result in disciplinary action. Failure to comply with T&A instructions may result in delayed payment of wages.

REQUEST, AUTHORIZATION AND REPORT OF OVERTIME		PAY PERIOD ENDING	DATE PREPARED
THRU (If applicable)	TO (Approving Officer)	FROM (Office or Division, Branch, Section, Unit or Separate Activity)	

INSTRUCTIONS

1. A separate request for overtime shall be prepared in an original and two copies for each pay period in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned.
2. Enter the name of employee(s), grade and step, date work is to be performed, the clock hours of duty, number of overtime hours to be worked by each employee.
3. The requesting official shall sign the request and submit to the appropriate authorizing official. If the authorizing official concurs he/she shall sign, the form and return a copy to the requesting office. The original will be forwarded to the Civilian Payroll Office.

Authority is hereby requested for the performance of the overtime described below which is beyond the regularly established 8-hour day or 40-hour week.

EMPLOYEE NAME	GRADE/ STEP	DATE WORK IS TO BE PERFORMED	CLOCK HOURS OF DUTY	NUMBER OF HOURS REQUESTED	METHOD OF COMPENATION			
					D	D	D	
					D	D	D	
					D	D	D	
					D	D	D	
					D	D	D	
					D	D	D	
					D	D	D	
					D	D	D	
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					D	D	D	
					D	D	D	
•NOTE: (Employees occupying wage grade positions may not be granted compensatory time, except for employees working alternate work schedules.) (Compensatory time cannot be granted for holiday work.)				TOTAL HOURS	0	SF	SAF	AD

NATURE OF DUTIES AND JUSTIFICATION FOR OVERTIME (*Enter a short description of the work to be performed and the reason why it must be performed by overtime*)

NOTE: Requests for 17 hours or more by a single employee require Chief of Staff approval and GB coordination.

NAME	NO. OF HRS	COST PER HR	SUB TOTAL
NAME	NO. OF HRS	COST PER HR	SUB TOTAL
NAME	NO. OF HRS	COST PER HR	SUB TOTAL

TYPED NAME AND TITLE	REQUESTING OFFICIAL (<i>Signature</i>)	DATE
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FUNDING AVAILABLE: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>		
TYPED NAME AND TITLE	FINANCIAL OFFICIAL (<i>Signature</i>)	DATE

TYPED NAME AND TITLE	APPROVAL OFFICIAL (<i>Signature</i>)	DATE
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REMARKS FOR EXERCISE OVERTIME REQUESTS.

TYPED NAME AND TITLE EXERCISE CHIEF	APPROVED BY EXERCISE CHIEF (<i>Signature</i>)	DATE
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EXAMPLES OF CREDITABLE TRAVEL COMP TIME

Example 1: Travel to and from TOY location on **WORKDAYS**

Description

Home to Airport	1.5 hrs. (Haneda or 2.5 Narita)
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Total Flight Time	6.0 hrs.
Layover Time *	4.0 hrs. (4 hrs. Maximum granted)
From Airport to Lodging	<u>1.0 hr.</u>
TOY TRAVEL TIME	14.5 hrs.
Minus usual Working Hours	-8.0 hrs.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Your specific driving time to work)
TRAVEL COMP TO TOY	6.0 hrs.
TOY location to Airport	1.0 hrs.
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Total Flight Time	6.0 hrs.
Layover Time *	4.0 hrs. (4 hrs. Maximum granted)
From Airport to Home	<u>1.5 hrs.</u> (Haneda or 2.5 Narita)
TOY TRAVEL TIME	14.5 hrs.
Minus usual Working Hours	-8.0 hrs.
Minus usual Daily Commute Time	-.5 hrs. (Your specific driving time to work)
TRAVEL COMP FROM TOY	6.0 hrs.

*Circumstances beyond your control like weather or aircraft maintenance problems may cause an extended layover time which must be provided to your ATAAPS Certifier to grant the additional time

Example 2: Travel to and from TOY location on

NON-WORK DAYS

Description

Home to Airport	1.5 hrs. (Haneda or 2.5 Narita)
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Total Flight Time	6.0 hrs.
Layover Time *	4.0 hrs. (4 hrs. Maximum granted)
From Airport to Lodging	<u>1.0 hr.</u>
TDYTRAVEL TIME	14.5 hrs.
Minus usual Working Hours	0.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Commuting time is NOT creditable time)
TRAVEL COMP TO TOY	14.0 hrs.
TOY location to Airport	1.0 hrs.
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Total Flight Time	6.0 hrs.
Layover Time *	4.0 hrs. (4 hrs. Maximum granted)
From Airport to Home	<u>1.5 hrs.</u> (Haneda or 2.5 Narita)
TDYTRAVEL TIME	14.5 hrs.
Minus usual Working Hours	0.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Commuting time is NOT creditable time)
TRAVEL COMP FROM TOY	14.0 hrs.

*Circumstances beyond your control like weather or aircraft maintenance problems may cause an extended layover time which must be provided to your ATMPS Certifier to grant the additional time

Example 3: Travel to and from TOY location on

WORK DAY with CANCELLED CONNECTING FLIGHT

Description

Home to Airport	1.5 hrs. (Haneda or 2.5 Narita)
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Total Flight Time	6.0 hrs.
Layover Time *	4.0 hrs. (4 hrs. Maximum granted)
From Airport to Lodging	<u>1.0 hr.</u>
TDYTRAVEL TIME	14.5 hrs.
Minus usual Working Hours	-8.0 hrs.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Your specific driving time to work)
TRAVEL COMP TO TOY	6.0 hrs.

TOY location to Airport	1.0 hrs.
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
1st Flight Time	3.0 hrs.
Layover Time *	<u>.0 hrs.</u> (Flight Cancelled till next day)
TDYTRAVEL TIME	6.0 hrs.
Minus usual Working Hours	<u>-8.0 hrs.</u>
TRAVEL COMP THAT DAY	.0 hrs.

NEXT DAY - WORK DAY

Lodging location to Airport	1.0 hrs.
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Flight Time	3.0 hrs.
From Airport to Home	<u>1.5 hrs.</u> (Haneda or 2.5 Narita)
TDYTRAVEL TIME	7.5 hrs.
Minus Working Hours	-8.0 hrs.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Commuting time is NOT creditable time)
TRAVEL COMP FROM TOY	.0 hrs.

OR

NEXT DAY- NON-WORK DAY

Lodging location to Airport	1.0 hrs.
Waiting Time before Flight	2.0 hrs. (2 hrs. Maximum granted)
Flight Time	3.0 hrs.
From Airport to Home	<u>1.5 hrs.</u> (Haneda or 2.5 Narita)
TDYTRAVEL TIME	7.5 hrs.
Minus Working Hours	-0 hrs.
Minus usual Daily Commute Time	<u>-.5 hrs.</u> (Commuting time is NOT creditable time)
TRAVEL COMP FROM TOY	7.0 hrs.

*Circumstances beyond your control like weather or aircraft maintenance problems may cause an extended layover time which must be provided to your ATAAPS Certifier to authorize the additional time

CALCULATION TOOL /FILLABLE\ FOR CREDITABLE TRAVEL COMP TIME

Travel to and from TDY location on

WORKDAYS

Description	Drop-Down	Time						
Home to Airoort	Narita	2.5	Use drop down options in column B					
Waitina Time before Fliiht	Domestic Flight	2	Use drop down options in column B					
Total Fliiht Time		7	Innut fliiht time reflected on CTO Itinerary					
Lavover Time*		0	4 hrs. Maximum aranted					
From Airoort to Lodaina		0	Enter travel time					
TDY TRAVEL TIME		11.5						
Minus usual Workina Hours		8	Enter reaular schedule hours or 0					
Minus usual Daily Commute Time		0.5	Your snecific drivina time to work or 0					
TRAVEL COMP TO TDY		3						
TDY location to Airoort		1						
Waitina Time before Fliiht	International Flight	3	Use drop down options in column B					
Total Fliiht Time		6	Inout fliiht time reflected on CTO Itinerary					
Lavover Time *		4	If annJicable.					
From Airoort to Home	Haneda	1.5	Use drop down options in column B					
TDY TRAVEL TIME		15.5						
Minus usual Workina Hours		8	Enter reaular schedule hours or 0					
Minus usual Daily Commute Time		0.5	Your snecific drivin(time tci work or 0					
TRAVEL COMP FROM TDY		7						

*Circumstances beyond your control like weather or aircraft maintenance problems may cause an extended layover time which must be provided to your ATAAPS Certifier to grant the additional time

Enclosure 4

CALCULATION TOOL /FILLABLE\ FOR CREDITABLE TRAVEL COMP TIME

Travel to and from TDY location on

NON-WORK DAYS

Descrintion	Dron-Down	Time						
Home to Airoort	Haneda	1.5	Use drop down options in column B					
Waitina Time before Fliiht	International Flight	3	Use drop down options in column B					
Total Fliiht Time		6	Innout fliiht time reflected on CTO Itinerary					
Lavover Time *		4	4 hrs. Maximum c:iranted					
From Airoort to Lodninn		1	Enter travel time					
TDY TRAVEL TIME		15.5						
Minus usual Workina Hours		0	Enter reaular schedule hours or 0					
Minus usual Daily Commute Time		0	Your soecific drivin time to work or 0					
TRAVEL COMP TO TDY		15.5						
TDY location to Airoort		1						
Waitinc:i Time before Fliiht	International Flight	3	Use drop down options in column B					
Total Fliiht Time		6	Innout flinht time reflected on CTO Itinerary					
Lavover Time *		4	If annlicable					
From Airoort to Home	Haneda	1.5	Use drop down options in column B					
TDYTRAVEL TIME		15.5						
Minus usual Workino Hours		0	Enter reoular schedule hours or 0					
Minus usual Daily Commute Time		0	Your soecific drivin time to work or 0					
TRAVEL COMP FROM TDY		15.5						

*Circumstances beyond your control like weather or aircraft maintenance problems may cause an extended layover time which must be provided to your ATAAPS Certifier to grant the additional time