

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
36-801**



22 AUGUST 2013

Personnel

PREMIUM PAY PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements/complies with the requirements of Title 5, *Code of Federal Regulations* (CFR), Part 550, Section 111, *Authorization of Overtime Pay*, Section 112, *Computation of Overtime Work*, Section 113, *Computation of Overtime Pay* and Section 114, *Compensatory time Off*, Fair Labor Standards Act (FLSA) and 5 CFR, Part 551, *Pay Administration Under the Fair Labor Standards Act*, and Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements*. It establishes the responsibility and procedures for approving, managing and auditing overtime, holiday premium pay and compensatory time of civilian employees. It applies to all units assigned or attached to Westover Air Reserve Base (ARB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to 439 MSG/DPCE, 975 Patriot Avenue, Box 51, Westover ARB, Chicopee, MA 01022-1843.

SUMMARY OF CHANGES

This revision clarifies how alternatives can be used to reduce overtime/compensatory time and emphasis the importance of committing government funds. It includes the requirement to provide the travel itinerary for compensatory time for travel. It delegates the approval for compensatory time for travel to the supervisor. It clarified that compressed work schedules

must also be changed to a regular schedule when attending school, conferences, etc., at home station. It includes the requirement for supervisor or timekeepers to conduct self audits of timecard folders using the timecard audit folder checklist. This publication has been substantially revised and must be completely reviewed.

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1. Responsibility.

1.1. Commanders and supervisors hold overtime work by civilian employees to a minimum consistent with essential operations and emergency peak workloads of a temporary nature.

1.2. To the extent possible, supervisors plan their activities in a manner to preclude overtime/compensatory work. In accordance with applicable regulatory guidance, alternatives such as change in work schedule, adjusting work priorities, suspending participation in physical fitness program, etc., should be utilized to eliminate or reduce overtime/compensatory time. Examples: **a.** Employee works Monday – Friday. Employee is scheduled to work OT/CT on Saturday to support UTA. Change work schedule to Tuesday – Saturday to eliminate OT/CT. **b.** Employee is scheduled to work OT/CT for 3

hours on Thursday after work hours auditing unit timecards. Employee does PFP on Monday and Wednesday. Suspend PFP to use hours to do timecard audit reducing or eliminating need for OT/CT on Thursday.

1.2.1. Physical fitness leave will not be granted on the same day as credit hours/overtime/compensatory time work is approved except when the requirement for credit time, overtime or compensatory time was not known in advance of the PFP time.

1.2.2. All reasonable alternatives will be considered prior to scheduling a civilian employee to perform duty on a Federal Holiday.

1.2.3. Temporary duty (TDY) travel should be scheduled within an employee's regularly scheduled tour of duty to the maximum extent possible to avoid paying overtime when applicable under Title 5, CFR.

1.2.3.1. When an employee covered by Compressed Work Schedule (CWS) or Flexible Work schedule (FWS) is TDY for school, conferences, etc., the employee will be required to follow a traditional regular fixed schedule (8 hours a day, 40 hours a week) during pay periods of the TDY unless the temporary work site is operating on a CWS or FWS for the TDY purpose. Hours will correspond to the hours of the TDY location. The same principle will apply if the employee is scheduled for school, conference, etc., at home station.

1.2.4. Overtime/compensatory time cannot be approved for training unless time spent in training complies with the requirements in Title 5, CFR.

2. Premium Pay.

2.1. Approving/Authorizing Officials for Premium Pay. The wing and group commanders are the Approving/Authorizing Official for overtime, holiday premium pay and compensatory time. The Approving/Authorizing authority may be delegated to persons acting for these commanders only in their absence. The individual signing in the absence of the wing or group commander must add the remark "In lieu of CC" (ILO CC).

2.1.1. Approving/authorizing officials should be aware that they are committing government funds for overtime. Compensatory time, unused after 1 year, converts to an overtime payment; thus, incurring additional expenditure of funds.

2.2. Requests for Overtime, Holiday Premium Pay and Compensatory Time. Supervisors request and justify overtime/holiday/compensatory time work in writing. Supervisors who consider overtime/holiday/compensatory time work essential will use the AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, to obtain approval from the overtime Approving/Authorizing Official before ordering overtime, holiday premium pay, and compensatory time earned for their employees. **Exception:** In an emergency, the supervisor may order overtime/holiday/compensatory time without authorization, but must document the time no later than the following workday/business day and obtain approval. It is the command policy that GS-12 and above employees should not normally receive premium pay for overtime work unless circumstances dictate otherwise. Students should not receive premium pay for overtime/holiday/compensatory time work unless unusual circumstances dictate otherwise.

2.3. Supervisor will:

2.3.1. Prepare a separate AF Form 428 for each pay period involved. In the justification section, completely explain, in sufficient detail, the need for overtime/holiday/compensatory time work and ramifications if not performed. Quantify, all or any, monetary or mission impact as necessary. Use the reverse side of the form if additional space is needed. Specify the hours and the lunch period if applicable.

2.3.2. At a minimum, route the AF Form 428 to the applicable Group Resource Advisor and Group Commander, to expedite timely processing.

2.3.3. Upon receipt of the approved AF Form 428, notify the employee of the requirement to work overtime/holiday/compensatory time. Authorization must be received prior to accomplishing the work or no later than one workday/business day after, in emergency situations.

2.3.4. After the work is performed, and if the overtime/holiday/compensatory time was over the estimate, accomplish a new AF Form 428 to cover the additional hours and route it to the Approving/Authorizing Official for approval of the adjustment. If the time worked was less than the estimate, you may accomplish a "pen-and-ink" correction to the form.

2.3.5. For travel compensatory time, annotate the AF Form 428 with the time of the travel and attach the travel itinerary for hours being requested for travel. Travel outside of regular working hours between an employee's home and the transportation terminal within the limits of the employee's official duty station is not considered creditable travel time and must not be included as compensatory time for travel. This time is considered normal home to work/work to home travel. If the travel time was over the estimate, accomplish a new AF Form 428 to cover the additional hours and route it to the Approving/Authorizing Official for approval of the adjustment. If the travel time was less than the estimate, you may accomplish a "pen-and-ink" correction to the form.

2.3.5.1. The approving/authorizing official for travel compensatory time is delegated to the supervisor. Compensatory time off for travel not used by the end of the 26th pay period after the pay period during which it was earned is not paid out and is forfeited. AF Form 428 does not require routing to the resource advisor. **Note:** If the overtime/compensatory/time/holiday/travel comp was approved, but not needed, line through the dates/hours, change the total and attach to the AFRC Form 270, *AFRC Timecard Worksheet*.

2.3.6. Provide the timekeeper with timecard and approved AF Form 428.

2.4. The Group Resource Advisor will verify that funds are available for premium pay, annotate the fund site on the AF Form 428 and forward to authorizing/approving official.

2.5. The Authorizing/Approving Official will:

2.5.1. Approve or disapprove AF Form 428 and return form to the requesting unit/supervisor.

2.6. Only after final approval of the AF Form 428 and the overtime/holiday/compensatory time has been worked will premium pay be entered on the timecard. Supervisor will verify the approval of all paid time before hours from the timecard are entered in the Defense Civilian Pay System (DCPS).

2.6.1. When the request date on the AF Form 428 is before the start of the administrative workweek the overtime is to be worked, use Scheduled Overtime (OS) code. When the request date on the AF Form 428 is after the start of the administrative workweek the overtime is to be worked, use Unscheduled Overtime (OU) code.

2.7. Timekeeper will:

2.7.1. Ensure hours on the timecard match hours approved on the AF Form 428.

2.7.2. Ensure hours in ATAAPS match AF Form 428.

2.7.3. Print a copy of the Master Time History sheet from DCPS after the end of the pay period and after any corrections input to DCPS. The timecard will be compared to the Master Time History sheet to ensure the employee's time was input correctly.

2.7.4. Maintain the approved AF Form 428, timecard, Master Time History, and travel itinerary if applicable, for a period of six years for audit purposes after recording the overtime/holiday/compensatory time.

2.7.5. Correct audit findings and report corrective action taken on the audit sheet. Forward a copy to 439 MSG/DPCE.

3. Compensatory Time. Subject to the provision of the Fair Labor Standards Act (FLSA) and 5 CFR, Part 551, *Pay Administration under the Fair Labor Standards Act*, supervisors may grant compensatory time off to compensate employees for overtime work performed. Compensatory time off cannot be mandated for Federal Wage System (FWS) employees or General Schedule (GS) employees who are nonexempt from the FLSA. Nonexempt FWS and GS employees must be given premium pay for overtime work unless the employee requests compensatory time off.

3.1. AF Form 428 will indicate if the employee requested compensatory time off for overtime worked. Place statement that employee requested compensatory time in the justification block. Compensatory time off cannot be granted for holiday work.

4. Paid Overtime.

4.1. Subject to provisions of the FLSA, and 5 CFR, Part 551, employees are paid for overtime worked when it is not practical or possible to authorize compensatory time off for overtime work.

4.2. Employees are paid for overtime work when, because of immediate need of their services, authorized compensatory time off could not be taken by the close of the 26th pay period following the period in which overtime work was performed. Supervisors should make every attempt to schedule compensatory time off to prevent it from accumulating for an employee.

4.2.1. Compensatory time off may be granted prior to the use of annual leave except when annual leave would otherwise be forfeited. Supervisors will make every effort to schedule use or lose annual leave so that compensatory time off is not paid out unless absolutely necessary.

5. Recording Overtime. Overtime/holiday/compensatory time work is recorded on the timecard in quarter-hour increments.

6. Audits.

6.1. 439 AW/FMFPC will conduct quarterly audits on timekeepers to ensure compliance. Audits will be random and consist of reviewing three timekeepers' records per quarter.

6.2. 439 MSG/DPCE will conduct quarterly premium pay audits. Audits will include Wing staff, Group CC, Air Reserve Technician (ART) supervisors and at a minimum a random sample of 25% of all civilian employees to include ART employees. Audit finding will be documented in writing and a copy maintained in the timecard folder. A final report of findings will be provided to the 439 AW/CC.

6.3. A statement showing that the audit was completed will be filed in the individual employee's folder.

6.3.1. All errors will be tracked for corrective action.

6.4. Supervisor and/or timekeeper will conduct self-inspection audits of assigned timecard folders and must use the timecard audit folder checklist to ensure compliance.

7. Reports. Management reports are provided on a bi-weekly basis to assist supervisors in managing their civilian workforce as it relates to leave and premium pay. Sample reports are provided in Attachment 1 through Attachment 8.

7.1. Attachment 2, Leave Availability Report, P6602R01. This report provides the supervisor with active employees' accumulated leave information for the leave year.

7.2. Attachment 3, Continuation of Pay Availability Report, P6602R03. This report provides the employing activity supervisor with employees, who are or have been active within the current pay period, Continuation of Pay information. This will include all injury records within the six month retro history limit.

7.3. Attachment 4, Overtime/Compensatory Usage Report, P6602R05. This report provides the supervisor a tool to control overtime and compensatory time usage. This listing will provide the supervisor with overtime and compensatory hours used or accumulated for control purposes; to be used by management to ensure the equitable distribution of overtime and compensatory hours; and to allow supervisors to track that authorized overtime and compensatory are used.

7.4. Attachment 5, Overtime/Compensatory Usage Review. P6602R04. This report is a tool to assist supervisors in monitoring compensatory time. Specific conditions will be monitored with regard to usage of overtime and compensatory time. The conditions will be printed on the report and identified with code(s) for any active employee who meets one of the following conditions.

7.4.1. Employee paid overtime or credited compensatory time and used annual leave during the same period.

7.4.2. Employee used annual leave during the same period a compensatory time balance was available.

7.4.3. Employee with 30 or more cumulative paid overtime or compensatory time hours and used annual leave during the current and two prior pay periods.

7.4.4. Employee is exempt from the Fair Labor Standards Act with paid overtime during the pay period.

7.4.5. Employee with paid overtime or credited compensatory time that was reduced because of bi-weekly earnings limitations.

7.5. Attachment 6, Compensatory Time Off Aging Report, P6785R01. This report is a tool to inform supervisors of compensatory that will be paid/forfeited within the next five pay periods.

7.6. Attachment 7, Outstanding Leave Documentation Report, P6603R01. This report provides CSR personnel with a detailed cumulative listing of all employees that have used leave requiring support documentation. The types of leave requiring documentation are court leave, military leave, Guard leave law enforcement leave and military leave. This report also identifies new employees with leave balances transferred from a leave and earning statement when the SF Form 1150, *Record of Leave Data*, is still pending receipt.

7.7. Attachment 8, Family Leave Report, P6612R01. This report provides the employing activity managers with active employees who have been authorized to take family leave, paid and or unpaid family leave used, reasons and balance.

8. Compliance. Compliance is measured by timely conducting of quarterly audits and reporting results.

STEVEN D. VAUTRAIN., Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 5, *Code of Federal Regulations* (CFR), Part 550, Section 111, *Authorization of Overtime Pay*

Section 112, *Computation of Overtime Work*

Section 113, *Computation of Overtime Pay*

Section 114, *Compensatory time Off*, Fair Labor Standards Act (FLSA) and

5 CFR, Part 551, *Pay Administration Under the Fair Labor Standards Act*

AFPD 36-8, *Employee Benefits and Entitlements*, 10 February 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, 29 April 2004

AFRC Form 270, *AFRC Timecard Worksheet*

SF Form 1150, *Record of Leave Data*, 1 December 1977

Attachment 2

LEAVE AVAILABILITY REPORT

Figure A2.1. Leave Availability Report.

22154

LEAVE AVAILABILITY REPORT

REPORT NO. : P6602R01

REPORT DATE: 09/24/03 12:06

PAY PERIOD ENDING DATE 09/30/03

PAGE 4

CSR SITE: PQ07 00 CSG GROUP: 0800

ACTIVITY:	FCMF	ANNUAL LEAVE USED	AVAIL U/FOFP	DONATED LV USED	AVAIL	SICK LEAVE USED	AVAIL	PFL USED	COMP TIME	CREDIT HOURS	HOME LV USE	AVL
ORG	SSN	NAME	---	RESTORED LEAVE #1	---	RESTORED LEAVE #2	---	RESTORED LEAVE #3	---	COURT LEAVE	TOT N/P	HOURS
----	AUTH	ADV LEAVE	AVAIL	----	DATE	USED	DATE	USED	DATE	USED	BALANCE	BALANCE
A/L	(CIS/L	(IIS/L	ED/L	DATE	USED	BALANCE	DATE	USED	BALANCE	DATE	USED	BALANCE
MILITARY LV	RELIG	C/T	SHORE LV	USE	AVAIL	USED	AVAIL	USED	AVAIL	CTO		

CEO	000-00-0000	Doe John W.	153.00	.00	.00	132.00	.00	72.00	.00	27.25		2.50
CEO	000-00-0000	Doe John W.	132.50	261.50	85.50	.00	.00	63.25	1248.50	24.00		

I. LEAVE AVAILABILITY REPORT - This report provides the supervisors with active employees' accumulated information (leave) for the leave year.

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Attachment 3

CONTINUATION OF PAY AVAILABILITY REPORT

Figure A3.1. Continuation Of Pay Availability Report.

REPORT NO. : P4602R03
 REPORT DATE: 07/30/03 16:21
 CONTINUATION OF PAY AVAILABILITY REPORT
 PAY PERIOD ENDING DATE 07/26/03
 PAGE 1

CSR SITE: PQ07 00 CSG GROUP: 0800

ACTIVITY: FCMF
 ORGANIZATION: CEOG

SSN EMPLOYER NAME
 000-00-0000 Doe John W.

COP INJ NUMBER	COP INJ DATE	COP BEG BALANCE	COP USED PAY PERIOD	COP USED TO DATE	COP ENDING BALANCE	COP MTE DATE
0603	06/03/03	45	0	2	43	07/21/03

ORGANIZATION SUMMARY

TOTAL NUMBER OF EMPLOYEES WITH MULTIPLE OCCURRENCES
 1 0

BEGINNING BALANCE 45
 USED PAY PERIOD 0
 USED TO DATE 2
 ENDING BALANCE 43

ACTIVITY SUMMARY

TOTAL NUMBER OF EMPLOYEES WITH MULTIPLE OCCURRENCES
 1 0

BEGINNING BALANCE 45
 USED PAY PERIOD 0
 USED TO DATE 2
 ENDING BALANCE 43

2. CONTINUATION OF PAY AVAILABILITY REPORTS. This report provides the employing activity supervisors with employees, who are or have been active within the current pay period, Continuation of Pay information. This will include all injury records within the six month retro history limit.

END OF REPORT

Attachment 4

OVERTIME/COMPENSATORY USAGE REPORT

Figure A4.1. Overtime/Compensatory Usage Report.

OVERTIME/COMPENSATORY USAGE REPORT

REPORT NO. : P6602R05

REPORT DATE: 09/24/03 12:06

PAY PERIOD ENDING DATE 09/20/03

CSR SITE: F007 00 CSG GROUP: 0800

ACTIVITY: FCMF
ORGANIZATION: CSC

SEN	00-00-0000	EMPLOYEE NAME	Doe, John W.
GR/	LEV	ST	
13	06		
13	10		
13	06		

OVERTIME/COMPENSATORY TIME PAID/FORFEITED

GR/	LEV	ST	PPD	YTD	HOURS	PPD	YTD	HOURS
13	06		.00	.00	.00	.00	.00	.00
13	10		.00	.00	.00	.00	.00	.00
13	06		.00	.00	.00	.00	.00	.00

COMPENSATORY TIME

BAL	FWD	YTD	EARN	YTD	USED	YTD	BAL
2.50	8.00	8.00	.00	.00	2.50	.00	.00
4.00	4.00	4.00	.00	.00	4.00	.00	.00

OT/CT HRS PD CURR PP .00

EMPLOYEE COUNT 3

CT HRS CREDITED CURR PP .00

ORGANIZATION SUMMARY

4. OVERTIME/COMPENSATORY USAGE REPORT - This report provides supervisors a tool to control overtime and compensatory time usage. This listing will provide the supervisor with overtime and compensatory hours used or accumulated for control purposes; to be used by management to ensure the equitable distribution of overtime and compensatory hours; and to allow supervisors to track that authorized overtime and compensatory hours are used.

Attachment 5

OVERTIME/COMPENSATORY TIME

Figure A5.1. Overtime/Compensatory Time.

3682

OVERTIME/COMPENSATORY TIME REVIEW

PAGE 1

REPORT NO. : P6602R04

REPORT DATE: 09/24/03 12:06

PAY PERIOD ENDING DATE 09/20/03

CSR SITE: PG27 00 CSG GROUP: 0800

OVERTIME/COMPENSATORY TIME CODES

- (A) EMPLOYEE PAID OVERTIME OR CREDITED COMPENSATORY TIME AND USED ANNUAL LEAVE DURING THE SAME PAY PERIOD.
- (B) EMPLOYEE USED ANNUAL LEAVE DURING THE SAME PAY PERIOD A COMPENSATORY TIME BALANCE WAS AVAILABLE.
- (C) EMPLOYEE WITH 30 OR MORE CUMULATIVE PAID OVERTIME OR COMPENSATORY TIME HOURS DURING THE CURRENT AND TWO PRIOR PAY PERIODS.
- (D) EMPLOYEE EXEMPT FROM THE FAIR LABOR STANDARDS ACT WITH PAID OVERTIME DURING THE PAY PERIOD.
- (E) EMPLOYEE WITH PAID OVERTIME OR CREDITED COMPENSATORY TIME THAT WAS REDUCED BECAUSE OF BIWEEKLY EARNINGS LIMITATIONS.

ACTIVITY: FOMF
ORGANIZATION: CEOM

SSN	OR/LEV	ST	CT	CODES	OVERTIME/COMPENSATORY TIME PAID/FORFEITED			--COMPENSATORY TIME CREDITED--			ANNUAL LV USED		
					PP	PD	YTD	EARN PP	USED PP	END BAL	LST 3PP EARNED	CURR PP	PRIOR PP
000-00-0000	12	09	AS		3.00	3.00	3.00	8.50	.00	17.00	17.00	16.00	2.00

3. OVERTIME/COMPENSATORY TIME REVIEW - This biweekly report assist supervisors in monitoring compensatory time. Specific conditions will be monitored with regard to usage of overtime and compensatory time. The conditions will be printed on the report and identified with code(s) for any active employee who meets one of more of the conditions.

- a. Employee paid overtime or credited compensatory time and used annual leave during the same pay period.
- b. Employee used annual leave during the same pay period a compensatory time balance was available.
- c. Employee with 30 or more cumulative paid overtime or compensatory time hours during the current and two prior pay periods.
- d. Employee exempt from the fair labor standards act with paid overtime during the pay period.
- e. Employee with paid overtime or credited compensatory time that was reduced because of biweekly earnings limitations.

END OF REPORT

Attachment 6

COMPENSATORY TIME OFF AGING REPORT

Figure A6.1. Compensatory Time Off Aging Report.

COMPENSATORY TIME AGING REPORT
PAY PERIOD ENDING DATE 09/20/03

REPORT NO. : 94785801
REPORT DATE: 09/24/03 14:44

CSR SITE: F007 00 CSG GROUP: 0800

ACTIVITY: FCMF ORG: CEC

SSN NAME
000-00-0000 Doe, John W.

AGED COMPENSATORY TIME PAID/FFT
(P3)HRS PAID/FFT VALUE .00
PAID/FFT VALUE .00

GRANDFATHERED COMP TIME BALANCE
HOURS VALUE

26TH PPE 10/05/02 HOURS VALUE
8.00 237.04

25TH PPE 10/19/02 HOURS VALUE
.00 .00

24TH PPE 11/02/02 HOURS VALUE
.00 .00

23RD PPE 11/16/02 HOURS VALUE
.00 .00

22ND PPE 11/30/02 HOURS VALUE
.00 .00

5. COMPENSATORY TIME AGING REPORT. This report is a tool to inform supervisors of compensatory time that will be paid/forfeited if not used within the next five pay periods.

ORGANIZATION: CEC
ORGANIZATION SUMMARY

AGED COMP TIME PAID		GRANDFATHERED COMP TIME BALANCE	
HOURS	VALUE	HOURS	VALUE
.00	.00	.00	.00
26TH PPE 10/05/02		25TH PPE 10/19/02	
HOURS	VALUE	HOURS	VALUE
8.00	237.04	.00	.00
24TH PPE 11/02/02		23RD PPE 11/16/02	
HOURS	VALUE	HOURS	VALUE
.00	.00	.00	.00
22ND PPE 11/30/02		21ST PPE 11/13/02	
HOURS	VALUE	HOURS	VALUE
.00	.00	.00	.00

Attachment 7

OUTSTANDING LEAVE DOCUMENTATION REPORT

Figure A7.1. Outstanding Leave Documentation Report.

OUTSTANDING LEAVE DOCUMENTATION REPORT
PAY PERIOD ENDING DATE 09/20/03

REPORT NO. : P6603R01
REPORT DATE: 09/24/03 12:06

CSR SITE: PG07 00 CSR GROUP: 0800

ACT	ORG	SEN	NAME	DATE	LEAVE TYPE CODE	HOURS	RECEIPT SF1150 PENDING
FCMF	CBC	000-00-0000	Doe, John W.	03/28/00	LC	8.00	
				04/23/03	LC	8.00	
				06/25/03	LC	8.00	

6. OUTSTANDING LEAVE: This report provides CSR personnel with a detailed cumulative listing of all employees that have used leave requiring support documentation. The type of leave requiring documentation are court leave, military leave, Guard leave, law enforcement leave, and military leave. This report also identifies new employees with leave balances transferred from a leave & earning statement (LES) when the SF1150 is still pending receipt.

Attachment 8
FAMILY LEAVE REPORT

Figure A8.1. Family Leave Report.

FAMILY LEAVE REPORT

REPORT NO. : P6612R01
REPORT DATE: 09/24/03 13:20
PAY PERIOD ENDING DATE 09/30/03

CSR SITE: F007 00 CSR GROUP: 0800
ORGANIZATION: CEC

SEN	EMPLOYEE NAME	PAY PLAN GRADE	RATE	OCC SERIES	EFF DATE	WTE DATE	AUTHORIZED HRS/DAYS	END BAL
000-00-0000	Doe, John W.	GS-13	37.54	0801	/ /	/ /	.00	.00

FAM LV CARE/BEREAVE USED YTD: 20.00 DE-SICK LEAVE FOR FAMILY CARE / BEREAVEMENT

7. FAMILY LEAVE REPORT. This report provides the employing activity managers with active employees who have been authorized to take family leave, paid and/or unpaid family leave used, reason, and balance.

ORGANIZATION SUMMARY		-----SK LV FOR FAMILY CARE-----		-----FAMILY MEDICAL LEAVE-----	
TOTAL NUMBER OF EMPLOYEES	CARE/BEREAVE USED YTD	ADOPTION LV USED YTD	PAID LEAVE USED TO DATE	NON PAID LEAVE USED TO DATE	ENDING BALANCE
1	20.00	.00	.00	.00	.00

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Attachment 9

PREMIUM PAY SELF-INSPECTION CHECKLIST

Figure A9.1. Premium Pay Self-Inspection Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.	Did the supervisor obtain an approved AF Form 428 from their overtime authorizing official before ordering overtime/compensatory time/holiday? Exception: In an emergency, the supervisor may order overtime/compensatory time/holiday without authorization, but must document the overtime no later than the following workday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the supervisor provide specific justification on the AF Form 428?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Was the AF Form 428 routed through the group resource advisor to verify the funds were available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Was the AF Form 428 signed and dated by the commander or an authorized individual in the commander's absence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	When the overtime/compensatory time/holiday worked was under estimated, was another AF Form 428 sent to the Approving/Authorizing Official for approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	When the overtime/compensatory time/holiday worked was over estimated, was the pre-approved AF Form 428 annotated with the exact hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do entries on the timecard agree with overtime/compensatory time, holiday pay earned on the AF Form 428?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Was a Master Time History from DCPS printed for each pay period and filed in the employee's T & A record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the information from DCPS agree with the timecard and supporting documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 10

DPCE MEMORANDUM ON TIME CARD AUDIT SAMPLE

Figure A10.1. DPCE Memorandum On Time Card Audit Sample.

17 February 2013

MEMORANDUM FOR ### UNIT/OFFICE SYMBOLFROM: 439 MSG/DPCE

SUBJECT: Quarterly Time and Attendance (T&A) Audit Calendar Year 2013

1. Lawrence C. Worker's Time and Attendance record was audited on 15 February 2013, by Susan N. Stencil for the third and fourth quarters, pay periods 15 through 26. The audit type conducted was Air Reserve Technician Time and Attendance (or Civilian Premium Pay).
2. The following discrepancies were noted:
 - a. AF Form 428 is not being created and maintained in record.
 - b. Correct timecard not on file.
 - c. Entries on earned Holiday Time to not agree with timecard.
3. Questions or concerns can be directed to the undersigned at extension 1234.

Susan N. Stencil
SUSAN N. STENCIL, YC-02, DAF
Timecard Auditor

1st Ind. UNIT/OFFICE SYMBOL

22 February 2013

MEMORANDUM FOR 439 MSG/DPCE

The above discrepancies were corrected by Norman P. Keeper on 22 February 2013.

Norman P. Keeper
NORMAN P. KEEPER, GS-08, DAF
Timekeeper