

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT CENTER**



**ARNOLD ENGINEERING DEVELOPMENT  
CENTER INSTRUCTION 65-102**

**20 JULY 2012**

***Certified Current On 13 April 2015***

***Financial Management***

**AEDC TIME AND ATTENDANCE  
LABOR ACCOUNTING**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance and procedures for managing Department of Defense (DoD) employee time and attendance (T&A) IAW DoD FMR Regulation 7000.14-R, *Department of Defense Financial Management Regulation*. It is applicable to Arnold Engineering Development Center (AEDC) and applies to all government personnel within AEDC organizations. This instruction establishes procedures for DoD employee T&A entry into the Job Order Cost Accounting System (JOCAS). This document provides roles, responsibilities, and required activities associated with JOCAS T&A labor entry requirements. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm> . This instruction is applicable to all DoD employees, Military and Civilian, assigned to AEDC organizations.

**SUMMARY OF CHANGES**

This instruction has been revised to change the OPR. Deleted reference to Air Force Manual 37-123. Deleted all references to JOCAS II Core Labor Processing Manual. Para 1.1 Changed JOCAS T&A POC to JOCAS Customer Service Representative (CSR). Para 1.2 Added credit hour information. Para 1.3 Updated organization name. Para 1.5 Added the requirement for approver training and completion of DD Form 577 (Appointment/ Termination Record –

Authorized Signature). Para 1.5.3 . Added sentence regarding the use of correct hour codes and ensuring sufficient hours have been entered for the employee. Para 1.6. – Added information regarding required training for appointed labor adjusters. Para 2.1. – Added information that is required on an AF IMT 428. Para 2.2. – Added. Para 2.3. – Added information regarding alternative work schedule. Para 4. – Added information regarding how long the AF IMT 428 must be maintained in the files. Para 5. – Added information that the CSR will conduct quarterly audits on random organizations to ensure AF Form IMT 428s are maintained IAW regulation. Para 6. - Added last sentence regarding the use of CAC. Para 8. – Updated to electronic records

## 1. Roles and Responsibilities

1.1. When a DoD employee (civilian and military) arrives at Arnold AFB, they are given an in-processing checklist. One of the items on the checklist is to in-process through the JOCAS T&A office located in Room A-314 of the A&E Bldg. Each employee will be assigned an AEDC 876 9JOCAS In/Out Processing which will be filled out by the JOCAS T&A Customer Service Representative (CSR). The CSR will then create a JOCAS T&A account for that individual.

1.2. Each employee will serve as his or her own timekeeper as illustrated in **Attachment 2, JOCAS Time and Attendance – Employee**. All employees are responsible for entering their own T&A data into JOCAS. They will ensure the labor data is completely and accurately recorded and maintained. T&A data will be entered on a quarter hour (.25, .50, .75, 1.0, etc.) basis. T&A must be recorded daily, whenever possible. However, all records must reflect time worked, leave taken, overtime and compensatory time worked, and credit hours earned or taken. All time will be entered into JOCAS by close of business on Thursday of each payroll week and the day prior to the last day of the fiscal year. The length of time for a designated pay period is two weeks. Each week begins on an identified Sunday and ends on the following Saturday. Employees are responsible for reporting all hours they are scheduled to work. Note: supervisors may require additional labor entry requirements. The auto-populate feature may be utilized with supervisor's permission. The auto-populate feature cannot be used when an employee is on extended leave without pay or charges to multiple Job Order Numbers (JONs)/Work Breakdown Structure (WBS).

1.3. The following information will be documented, recorded, and maintained by AEDC Financial Plans & Programs Office (AEDC/FMP) for each employee:

1.3.1. Employee's name and unique identifying number (e.g., Social Security Number (SSN), JOCAS User ID).

1.3.2. Pay period number or dates.

1.3.3. Actual hours worked.

1.3.4. Hours of premium pay, overtime or compensatory time earned or night differential to which employees are entitled.

1.3.5. Dates and number of hours of leave and compensatory hours used.

1.4. Employees have the ability to manually change their T&A entries until the approver approves and certifies the employee's inputs. Once approved, the employee must request adjustments via appropriate procedures to make corrections to T&A entries. If a civilian employee fails to input time into JOCAS, the Defense Civilian Payroll System (DCPS) will

automatically charge them annual leave. If the employee has an insufficient leave balance, they will be charged leave without pay (LWOP).

**1.5. Each two-letter director will designate primary and alternate T&A approvers in writing and forward to the CSR located in the AEDC/FMP office.** Once the appointment letter is received, the CSR will send the designated employee approver training and a DD Form 577, *Appointment/Termination Record – Authorized Signature* that must be completed before approval authority will be granted. Employees will enter T&A data into JOCAS for an identified time period. At the completion of the time period, designated approvers will ensure the accuracy (i.e., correct amount of hours, correct hour code, etc.) and approve employee's T&A entries within the JOCAS system (IAW **Attachment 3, JOCAS Time and Attendance – Supervisor/Approver**). Approval must be completed no later than noon on Friday of each payroll week and by noon on the last day of the fiscal year. Approvers must check for regular and adjusted entries to be approved. If an approver does not approve all the T&A entries that have been entered into JOCAS, DCPS will automatically charge civilian employees annual leave. If a civilian employee has an insufficient leave balance, they will be charged LWOP.

1.5.1. At the end of the pay period, employees will digitally sign their timesheets and their approver/supervisor will also digitally sign the timesheet IAW DoD FMR 7000.14-R, *Department of Defense Financial Management Regulation*, Vol. 8, Chapter 2, Para. 020703.

1.5.2. Alternate approvers will fulfill the approver role when the primary approver is absent.

1.5.3. Approvers/alternates will be aware of their responsibilities for ensuring accuracy of the T&A data and shall have knowledge of the actual time worked and absences taken of the employee for whom approval is given. The approver and alternate should also ensure the employee has used the correct hour code and that the employee has entered the correct number of hours on the timesheet.

**1.6. T&A Labor Adjuster.** Adjustments are made after T&A data has been entered by the employee and approved by the designated approver. In order for the adjustment to be accurately reflected in the employee's pay record, it must be entered into JOCAS. Each two-letter director will designate primary and alternate adjusters in writing and forward to AEDC/FMP. The CSR will then send the appointed adjuster the required adjuster training. Adjustments to correct T&A entries will be submitted to designated adjusters. Designated employees within the two-letter, three-letter, or four-letter organization will make adjustments to JOCAS T&A entries. Designated adjusters are prohibited from making adjustments to their personal T&A entries. When adjustments are required to the primary adjuster's personal T&A data, the appropriate alternate adjuster will make the necessary adjustment. Adjustments for JOCAS T&A can be made at any time. However, in order to receive compensation in the current pay period for adjustments to T&A after the DCPS file is sent, a corrected timecard must be submitted to AEDC/FMP by 1200 hours on the Monday following the pay period. If T&A adjustments are made after the DCPS file has been sent, it will not be reflected in the employee's pay record until the employee's designated approver approves the adjustments and submits a corrected timecard to AEDC/FMP. Individual employees are responsible to verify their T&A entries are correct. When employees request adjustments ensure appropriate means, which have been defined by the supervisor, are used

to document and verify the request. The correct procedures for inputting adjustments into JOCAS are identified in the *JOCAS Training* sent by the CSR. All adjusted timesheets must contain the digital signature of the employee and approver. If the approver's signature doesn't show when a timesheet is generated to email to the CSR, then the timesheet must be printed and the approver sign by hand. When both signatures are showing, scan and email the timesheet to the CSR. The employee, approver, and adjuster should maintain appropriate documentation as identified in paragraph 4.

## 2. Recording T&A

2.1. A daily record of labor performed and/or completed on an appropriate JON and WBS shall be maintained and input by every employee. The appropriate WBS must have "07-A" and "(DoD Labor)" in the description. If the timecard is approved with less hours than the employee is scheduled to work, the missing hours will be charged as annual leave. If the employee (civilian employees only) is required to work more than their scheduled work hours for a pay period, they must complete an AF IMT 428, *Request for Overtime, Holiday Premium Pay and Compensatory Time*. The AF IMT 428 must contain the name, grade, date(s) that the extra time will be worked, justification, and signatures of requester and approver. The AF IMT 428 must be approved prior to working the additional hours. Supervisors and/or approvers will have knowledge of approved overtime or compensatory time performed prior to reviewing and approving employee timecards. T&A data shall clearly indicate the type of leave that is to be charged against the employee's leave account. Absences identified on an OPM Form 71, *Request for Leave or Approved Absence*, or other means of leave request, i.e., Calendar meeting, will be initialed or signed by the civilian employee. A supervisor may require a medical certificate or other evidence of illness from an employee when granting sick leave. Employees must officially confirm each leave charge, except for administrative leave, absent without leave, suspension, or holiday absences. The supervisor may grant advanced annual or sick leave. This is accomplished by completing an OPM Form 71 which contains the signatures of employee and supervisor, the person's name, reason for leave (i.e., self or family), the total hours being granted, type of leave requested, the beginning and ending dates. The OPM Form 71 for advanced leave must be provided to the CSR in order for the employee to receive the leave. All leave types are charged to the employee either by whole days or on a quarter hour (.25, .50, .75, 1.0, etc.) basis. Certification will be retained as identified in paragraph 4.

2.2. Air Force appropriated fund civilians are authorized to earn and use credit hours which are hours an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Credit hours are intended to let an employee plan for special events at specific times in the future (not used in the same pay period). Employees may earn up to two (2) credit hours on a given day. Credit hours may be earned, and used, in 30 minute increments. Credit hours cannot be earned on non-duty days. You **must** contact the CSR each pay period you plan to earn or use credit hours. The hour code for Credit Hours Earned is CD. (what about 'used' code) Requests for credit hours earned must be a written document (e-mail or other traceable paper/electronic trail) and approved by the supervisor in advance.

2.3. Air Force appropriated fund civilians work under the Alternative Work Schedule program, which includes flexible work schedules and compressed work schedules. The basic work requirement of a flexible work schedule is the number of hours, excluding overtime

hours, an employee must work. A full-time employee's basic work requirement is 80 hours per pay period. Arnold AFB does not participate in the compressed work schedule program. An approved work schedule shall be maintained by the supervisor showing the planned arrival and departure for each day to support the T&A report. A copy of work schedules for student hires and Co-ops must be provided to the CSR. Flexible work schedules are further defined in DoD FMR 7000.14-R, *DoD Financial Management Regulation*, Vol. 8, *Civilian Pay Policy and Procedures*, Chapter 2, Para. 020206 B.

**3. T&A Approval/Certification.** The approval/certification for T&A is an authorization for the expenditure of government funds. Designated approvers will perform this process. Approval/certification will not ordinarily be made earlier than the last workday of a pay period. Approval/certification of T&A labor will be based on knowledge from personal observation, work output, employee verification, independent resources, internal controls, or any combination of these. Approval/certification of T&A may not be delayed for the purpose of obtaining the employee's initials or signature for leave when the employee is not available. The employee must request an adjustment to their T&A entry and submit an OPM Form 71, or other means of leave request, upon return to duty. The adjusted timesheet must contain the digital signature of the employee and approver. If the approver's signature does not show when the timesheet is generated, then the timesheet must be printed and signed by hand. Email the adjusted timesheet to the CSR once both signatures are showing.

**4. T&A Record Retention.** The AF IMT 428 must be maintained in the approver's office official records IAW AFRIMS T65-22, R03.00 for audit purposes. All T&A data and supporting adjustment documentation will be maintained in accordance with DoD FMR 7000.14-R, Vol. 8, Chapter 2, Para. 020703. After the DCPS file has been sent, the CSR will create and maintain an electronic file of the timesheets.

**5. Internal Controls.** The responsibility for and testing of internal controls resides with the installation commander and two-letter directors. Approving officials must have a reasonable basis for relying on the system of internal controls to ensure accuracy and legal compliance of the T&A data. Internal controls should be established to ensure that any change in T&A data is approved/certified by an approver. If the changes occur after the pay period, they must be identified and reported to AEDC/FMP before any pay computation is made. Internal controls must involve periodic testing and review as directed by the installation commander and two-letter directors to ensure that they are working as intended. On a quarterly base the CSR will perform random audits to ensure the AF IMT 428 are being maintained for six years for audit purposes.

**6. JOCAS T&A Module Passwords.** All military, appropriated fund Air Force and Navy civilians assigned to an AEDC organization requires access to the JOCAS T&A module. Access requests will be submitted through supervisors to the Functional Database Administrator or the JOCAS System Administrator. Initial user IDs are assigned with a default password. Upon initial login, the employee will be prompted to change the password. Security for JOCAS T&A module passwords are to be treated in the same respect as all other system password policies administered at AEDC. The employee is held accountable for password security. Approvers and adjusters will assign passwords for their respective additional roles. Employees are responsible for changing passwords at regular intervals. The system will prompt the employee upon password expiration.

**7. Flowcharts.** See Attachments 2 and 3.

**8. Records.** T&A reports will be electronically stored in the AEDC/FMP section for a period of six years IAW DoD FMR 7000.14-R, Vol. 8, Chapter 2, Para. 020703.

**9. Metrics.** AEDC/FMP will monitor, through ad hoc queries, T&A entries to ensure employee T&A data is entered and approved by noon Friday of each payroll week and by noon on the last day of the fiscal year. Accuracy of T&A data will be verified to eliminate possible system problems.

**10. Forms.** All IMTs will be maintained by each approver in his/her official files except for AEDC 876 that will be maintained by the JOCAS T&A CSR (AEDC/FMP).

MICHAEL T. PANARISI, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoD FMR Regulation 7000.14-R, *Department of Defense Financial Management Regulation*. August 2011.

***Prescribed Forms***

AEDC 876, *JOCAS In/Out Processing*

***Adopted Forms***

DD Form 577, *Appointment/Termination Record – Authorized Signature*

AF IMT 428, *Request for Overtime, Holiday Premium Pay and Compensatory Time*

OPM Form 71, *Request for Leave or Approved Absence*

***Abbreviations and Acronyms***

**CSR**—Customer Service Representative

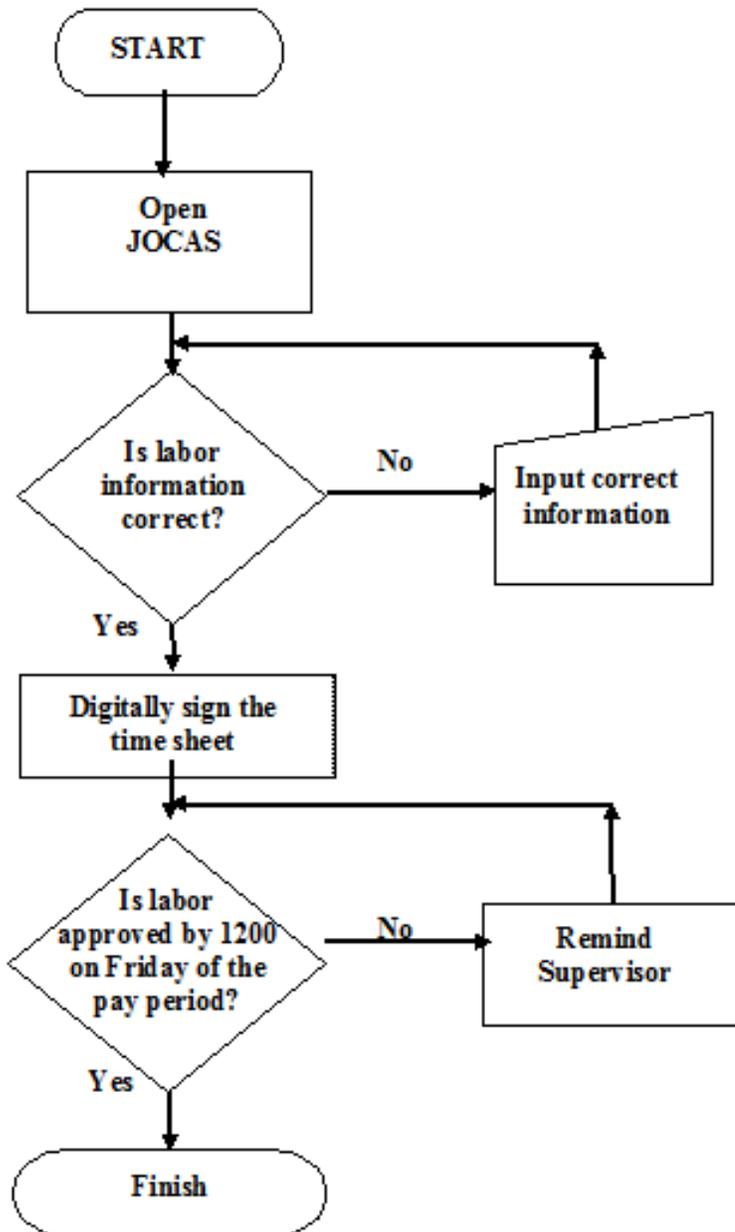
**JOCAS**—Job Order Cost Accounting System

**T&A**—Time and Accounting

Attachment 2

JOCAS TIME AND ATTENDANCE – EMPLOYEE

Figure A2.1. JOCAS Time and Attendance – Employee



Attachment 3

JOCAS TIME AND ATTENDANCE – SUPERVISOR/APPROVER

Figure A3.1. JOCAS Time and Attendance – Supervisor/Approver

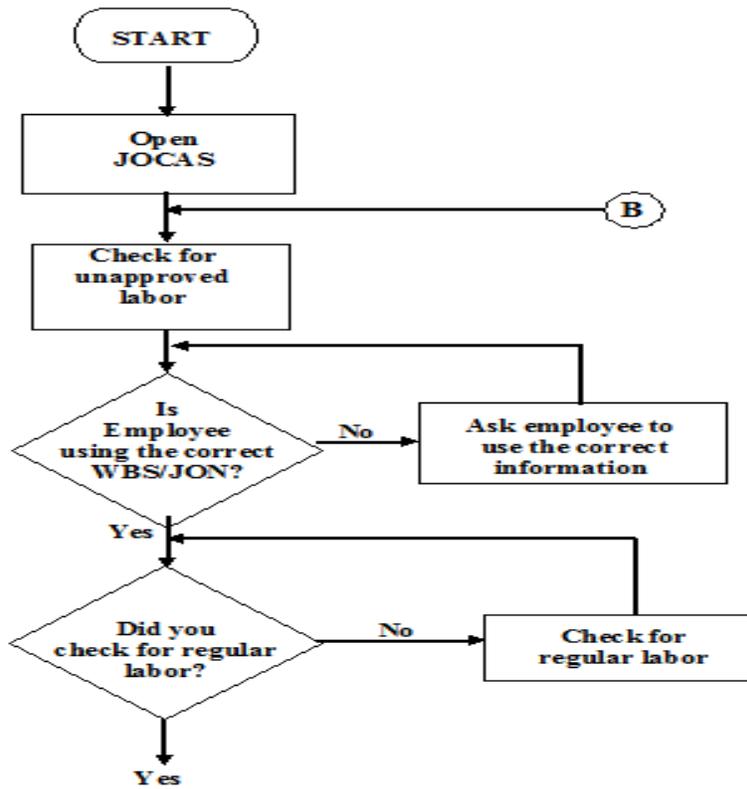


Figure A3.2. JOCAS Time and Attendance – Supervisor/Approver (continued)

