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TIME AND ATTENDANCE REPORTING

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This publication implements AFPD 65-1, *Management of Financial Services*. It establishes standardized Time and Attendance (T&A) Reporting for appropriated fund Korean National (KN) civilian employees of the USAF in Korea. It applies to all units and tenant organizations under Seventh Air Force, Korea, employing KN civilian personnel paid by the 51st Comptroller Squadron (51 CPTS), Civilian Pay Section (FMFC). This 7 AFI may be supplemented at any level, but all supplements must be routed to 51 CPTS/FMFC for coordination prior to certification and approval. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updated **paragraphs 1.1.3.**, 1.1.6.1.2., 1.1.6.1.3., 1.1.6.2.3., 1.2., 1.3.2., 1.3.2.1., 1.3.3.2.2., 1.3.2.3., 1.4., 1.4.1., 1.4.2, 1.5.1.1, 1.5.1.2 2.2., 2.2.1., 2.2.2., 2.2.3., 2.2.4., 2.2.5., 3 and 3.1; added **paragraphs 1.3.2.4.** and **1.5.1.4;** deleted paragraphs, 1.4.2.1. thru 1.4.2.5., 1.6, 2.1.1.1. thru 2.1.2., 2.3. and 3.1.1. thru 5.

1. Delegation of Authority.

1.1. The 51 CPTS/FMFC Responsibilities:

1.1.1. Establish controls to ensure accurate and timely receipt of T&A report (7 AF Form 34, *Korean National Time and Attendance Report*). The T&A report will be used to certify payroll disbursements to KN employees.

1.1.2. Issue instructions for the preparation and certification of T&A report.

1.1.3. Review postings to T&A report and contact certifying officials or timekeepers to correct any errors.

1.1.4. Establish and maintain a training plan for newly assigned timekeepers within 60 days of appointment.

1.1.5. Advise and assist certifying officials with T&A recording procedures and T&A report certification requirements.

1.1.6. Establish a quality examination program and schedule 51 CPTS/FMFC reviews of timekeeper operations.

1.1.6.1. The review will cover the following items and should be supplemented by items of base or command interest:

1.1.6.1.1. T&A report is certified by appointed certifying officials.

1.1.6.1.2. Timekeeper procedures in this regulation and Civilian Pay Guidance are adhered to.

1.1.6.1.3. Supporting documentation maintained by the organization; ex. OPM Form 71, *Request for Leave or Approved Absence* and AF Form 428, *Request for Premium Pay*.

1.1.6.2. Corrective techniques could include, but are not limited to:

1.1.6.2.1. Conducting group-training sessions for timekeepers serviced by the payroll office.

1.1.6.2.2. Documenting problem areas in a letter to the leadership of organizations audited.

1.1.6.2.3. Providing specific findings to the respective timekeeper responsible for the forms reviewed. The Civilian Pay Office will also advise timekeepers of any negative trends discovered during the review and recommend corrective actions.

1.1.6.2.4. Discussing common problems in the initial timekeeper training which is provided to all new timekeepers.

1.2. The 8 CPTS/FMF Responsibilities:

1.2.1. The Kunsan FMF is responsible for administering the tasks out-lined in this instruction for all serviced units and tenant organizations within the 8 FW.

1.3. Organizational Responsibilities:

1.3.1. The unit commander designates the personnel at the organizational level required to review the certified T&A report and leave applications before they are sent to 51 CPTS/FMFC.

1.3.2. Agencies at the organizational review level are responsible for:

1.3.2.1. Appointing certifying officials and timekeepers within the organization and maintaining appointment letters.

1.3.2.2. Validating the T&A reports and leave forms for authorized signatures, accuracy and completion.

1.3.2.3. Ensuring that overtime, holiday work and extended workweeks shown on the T&A report were approved by an authorized official.

1.3.2.4. Keeping records associated with T&A reports, leave, and overtime for three years. **NOTE:** Supporting documentation must be maintained within the organization.

1.4. Certifying Official's Responsibilities:

1.4.1. Certification of a T&A report is an authorization for the expenditure of government funds. Certifying officials for KN employee timecards are authorized to certify T&A reports after they have been officially designated by their organization on an appointment letter. The appointment letter must be maintained on file within their organization.

1.4.2. The certifying official is responsible for the accuracy and validity of the forms which he/she certifies. The certifying official must acknowledge the employee's accurate attendance.

1.5. Timekeepers' Responsibilities:

1.5.1. All employees appointed as timekeepers for the T&A report are responsible for:

1.5.1.1. Recording all manners of exceptions to the employee's attendance and leave to individual T&A report.

1.5.1.2. Ensuring that employees have an approved OPM Form 71 for authorized leave.

1.5.1.3. Ensuring overtime and holiday premium hours are approved and corrections on the T&A report are completed before the T&A report is presented to the certifying official for signature.

1.5.1.4. The timekeeper will validate attendance by personal observation and accomplish a revised timecard if there are errors.

1.5.2. The timekeeper shall not certify their own timecard.

2. Preparation of Requests and Reports:

2.1. Request for Leave or Approved Absence.

2.1.1. Request for leave or approved absence will be made by the employee on an OPM Form 71.

2.2. AF Form 428, Overtime Request Form:

2.2.1. Use AF Form 428 to request advance approval for overtime and/or holiday premium pay. In an emergency, overtime approval may be obtained after the work is performed DODI1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*.

2.2.2. The requesting organization prepares the AF Form 428 and forwards it to their respective civilian pay budget analyst for funds certification. After certification, the AF Form 428 is forwarded to the official authorized to approve overtime, holiday premium pay, or compensatory time.

2.2.3. The approving official returns the approved AF Form 428 to the requesting organization.

2.2.4. The timekeeper and certifying official refer to the approved AF Form 428 at the end of the pay period to support entries on the employee's T&A report to reflect the approved comp-time, overtime and/or holiday premium hours.

2.2.5. The timekeeper ensures that overtime and holiday premium hours posted on the T&A report are supported by, but do not exceed, the hours authorized on the approved AF Form 428. The timekeeper records overtime and holiday premiums on the T&A report. The certifying official's certification on the T&A report attests that the approved work was actually performed and serves as a basis for payment.

3. Certification and Submission of the 7 AF Form 34. After the T&A report has been certified and reviewed by certifying official, forward it to the 51 CPTS/ FMFC.

3.1. Resubmission of T&A report due to errors.

3.1.1. T&A report cannot be altered after they have been certified and submitted to the 51 CPTS/FMFC.

3.1.2. If an error is discovered, after the T&A report has submitted, the timekeeper must prepare a corrected T&A report. The corrected T&A report must be annotated "corrected" in the remarks section and must be certified using the standard procedures for T&A certification.

KENNETH S. WILSBACH,
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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 65-1, *Management of Financial Services*, 25 June 2018

DODI1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*, 19 April 2019

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

Prescribed Forms

7 AF Form 34, *Korean National Time and Attendance Report*

Adopted Forms

AF Form 428, *Request for Premium Pay*

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

51 CPTS—51st Comptroller Squadron

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

KN—Korean National

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

T&A—Time and Attendance