COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of Defense (DoD) 7000.14-R, *Department Of Defense Financial Management Regulations (DoDFMR)* Volume 8, *Civilian Pay Policy and Procedures*; *JOCAS II* DCPS-UM-02, *DCPS Customer Service Representative Users Manual*; DCPS-UM-04, *DCPS Time and Attendance Users Manual*; and AFI 36-815, *Absence and Leave* (This has not been bargained for AFGE Council 214 employees. It has been implemented only for non-bargaining employees within AFRL). This instruction provides the timeline for labor input of JOCAS II timesheets. It assigns responsibility for distribution and return of timesheets to the appropriate office. This instruction applies to all Air Force Research Laboratory (AFRL) civilian and military personnel. This publication may be supplemented at any level, but all direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Higher instruction always takes precedence over this instruction in any instance where there is a conflict. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. The AFRL Commander (AFRL/CC) is the waiver authority for all compliance items in this publication. Submit requests for waivers through the chain of command to the publication OPR for consideration.   Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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

Additional guidance and clarification to AFRL policies were updated.

1. Roles and Responsibilities.

1.1. Technology Directorates (TDs), 711th Human Performance Wing (711 HPW), and Headquarters (HQs) Civilian and Military Personnel. The TDs, 711 HPW, and HQs personnel have the responsibility for implementing this instruction to include: electronic timesheet generation, assigning designated timekeepers as focal points for each labor group, and validating labor data through reports generated from JOCAS II and DCPS. Ensuring timely input and approval of time and attendance data is critical to both the payroll and cost accounting processes.

1.1.1. TD, 711 HPW, and HQs JOCAS II Focal Point. This person works closely with the Defense Civilian Pay System (DCPS) customer service representative (CSR) to ensure all labor and payroll discrepancies are resolved. This individual works with the TDs, 711 HPW and HQs Human Resources Office Personnel Liaison regarding personnel changes within the organization. The focal point is responsible for maintaining the JOCAS II personnel master records for his/her directorate to include activation of new personnel, updates for transferring personnel, inactivation of separating personnel, updating work schedules, updating civilian payroll information, updating timekeeper information, maintaining labor groups, running directorate-level reports, and disseminating information to the TDs, 711 HPW and HQ staff. The focal point ensures civilian and military employees are trained to enter labor and approving officials are properly appointed and trained to approve labor.

1.1.2. DCPS CSR. This individual is responsible for reviewing entered time and attendance data in DCPS by running DCPS reports every pay period and ensures all payroll discrepancies are resolved with the assistance of the TD, 711 HPW and HQs JOCAS Point of Contacts (POCs.) The CSR enters pay information related to the line of accounting data found on AF Form 3821, *Employee Accounting Data– Defense Civilian Pay System– Base Level*. In addition, the CSR maintains the official individual payroll files for all assigned civilian personnel, including timesheets and attached documentation.

1.1.3. TD, 711 HPW and HQ Human Resources Office Personnel Liaison. This individual is responsible for obtaining and disseminating information regarding personnel changes affecting payroll within the organization to his/her respective TD, 711 HPW and HQ JOCAS II focal point.

1.1.4. Civilian Employee. Timekeeping is a critical function that may be performed by the individual employee, designated timekeeper, the employee supervisor, or a combination of these individuals. Civilian employees have the responsibility of ensuring their own time and attendance data is accurately entered in JOCAS II and each provides his or her attestation of such through electronic signature. On rare occasions when the employee cannot electronically sign, the employee can provide a manually signed timesheet with the expectation that employees electronically sign timecards less than one year old once access has been restored.

1.1.5. Military Employee. Military employees may enter their time and attendance data in JOCAS II. Timekeeping may be performed by the military employee, designated timekeeper, the military employee supervisor, or a combination of these individuals. Recording of military time is required to accurately track reimbursable costs attributable to customer funded projects as well as for ensuring accurate attribution of indirect and overhead costs IAW DoD FMR volume 4 and 11a. Current AFRL/FM policy is that the recording of military time and attendance in JOCAS II is optional. Military members are not normally required to sign their timecards.

1.1.6. JOCAS II Timekeeper/Focal Point. Depending on the structure of the organization, and whether or not timesheet input is delegated to administrative teams, a JOCAS II timekeeper may be responsible for ensuring that all time and attendance data for their organization has been entered and approved by running the appropriate system reports (i.e., JOCAS II and/or Information Center Missing Labor and Unapproved Labor) at the end of each pay period. Contractors are permitted to be timekeepers, but they do not record their time in JOCAS II. They can input time, make adjustments, but cannot approve civilian labor.

1.1.7. Supervisor/Labor Approving Official. This individual is responsible for overseeing timesheet completion (including timesheet adjustment/corrections), ensuring the proper documentation is attached, and obtaining required signatures from the employee. This individual is also responsible for verifying and approving employee labor by electronically signing the timesheets in JOCAS II. Supervisors/labor approving officials must be appointed as a Departmental Accountable Official (DAO) using a DD Form 577, *Appointment/Termination Record – Authorized Signature*. In addition to being appointed, specific training is required before the DAO appointment will be granted. Current training requirements at the time of the appointment will be provided by the JOCAS II focal point. Appointments may be delegated to acting supervisors, executive officers, or other individuals with supervisory authority and direct knowledge of employee work schedules and leave requests. In addition to approving labor, this appointment includes aspects of civilian pay to include approving requests for leave, compensatory time, overtime, schedule changes, labor adjustments, credit hour work, telework agreements, physical fitness agreements and other documents used for civilian pay matters. Contractors are prohibited from approving civilian labor. Approval of the employees' JOCAS II timesheets fulfills the requirement to process them through JOCAS II to DCPS. It is also the official record for time and attendance and is an authorization for the expenditure of government funds. Therefore, great care should be taken by the labor approver to ensure labor data is being accurately reported before approval. Reference DoDFMR 7000-14.R, Volume 8, Chapter 2.

1.1.8. JOCAS II System Administrator (JSA). This individual is responsible for implementing any JOCAS II hardware and software upgrades. The database administrator oversees the operations and maintenance of the JOCAS II application and assists with ensuring any JOCAS II data problems are resolved. The JSA also generates an electronic Source Data Automation (SDA) file of all civilian labor data and forwards the data to the payroll processing center every pay period. The JSA also assists in submitting JOCAS II Help Desk requests to the JOCAS II Program Office.

2. JOCAS II/DCPS Timesheet Completion.

2.1. Civilian Employees. Since Federal employees are paid and charged leave on an hourly basis, time and attendance data shall reflect a proper and accurate accounting of an employee's actual time and attendance and leave. The number of hours should be recorded in, no less than quarter hour increments, as dictated by Air Force Instruction (AFI) 36-815, *Absence and Leave*, Chapter 3, Paragraph 3.3. Appropriate DCPS hour codes are charged against the JONs for pay and non-pay status each day (**Attachment 2**). The employee must indicate the number of hours, the DCPS hour code(s), the appropriate Job Order Number (JON), Work Breakdown Structure (WBS) and Environmental/Hazard Code (EHO) if applicable, on his/her timesheet. The supervisor/labor approving official will verify the accuracy of the submission and electronically sign to approve it.

2.2. Employee Unavailability. If an employee is unavailable to sign their timesheet by the submission deadline, the supervisor will approve the timesheet and the employee will sign immediately upon his/her return. In the rare event that an employee is unable to sign (e.g. deployment, medical condition, etc.), documentation will be generated explaining the situation and be available to an auditor if requested. Approval of the employee's JOCAS II timesheet fulfills the requirement to process the timesheet through JOCAS II to DCPS.

2.3. Requesting Leave. Ideally, leave should be requested on an OPM Form 71, *Request for Leave or Approved Absence*, completing all the information required on the form to identify the type of leave, dates, times and total number of hours. The form requires both the employee and the supervisor's signature unless the employee is incapacitated. Additional remarks should be included as necessary to clarify other paid/unpaid absences such as, credit hours, time off award, travel compensatory time and leave without pay. It is critical for all information to be completed for Financial Improvement and Audit Readiness (FIAR) compliance. Alternative methods of requesting leave can be used such as email, or other forms agreed upon by the master labor agreement with the union, but the requests must include all the information that would be completed on the OPM Form 71. In the event of verbal (unscheduled) leave the supervisor should note the absence in writing. The employee should complete a leave request the next duty day and obtain supervisor approval.

2.3.1. Maintenance of the OPM Form 71. For FIAR compliance, supervisors must keep the approved OPM Form 71, or other AFMC approved form of leave request, at least two weeks after the pay period in which the leave was requested has closed. After the two week period has ended, the leave request form can be destroyed if the employee has digitally signed their timesheet in JOCAS. If the employee has not signed his/her timesheet in JOCAS, the leave request form must be kept until the employee signs his/her timesheet in JOCAS or for three years if left unsigned per General Records Schedule 2.4, Disposition Authority DAA-GRS-2016-0015-0003.

2.4. Paid Leave. Paid leave is the time the employee has accrued, based on employment factors and benefits, and must be pre-approved by his/her supervisor or labor approving official for civilian pay responsibilities. Each employee is responsible for tracking his/her own paid leave balances. Questions should be directed to your JOCAS II Focal Point and/or DCPS CSR. The following is not all inclusive, but some of the most commonly used types of paid leave.

2.4.1. Annual Leave. Absence with pay for personal and emergency purposes. Civilian employees indicate the appropriate number of hours against the applicable civilian annual leave JON and WBS code with a DCPS hour code of "LA." Military personnel indicate the appropriate number of hours against the military leave JON and WBS code with a DCPS hour code of "RG."

2.4.2. Sick Leave. Absence with pay for illness or to seek medical attention. Civilian employees indicate the appropriate number of hours against the applicable civilian sick leave JON and WBS code with a DCPS hour code of "LS." Military personnel indicate the appropriate number of hours against the applicable military sick leave JON and WBS code with a DCPS hour code of "RG."

2.4.3. Holidays. The hours and DCPS hour code for holidays are pre-set in the JOCAS II timesheet for both civilian and military personnel, citing the applicable holiday/admin leave JON and WBS. Civilian employees use the DCPS hour code of "LH," and military personnel use the DCPS hour code of "RG." Part-time employees need to confirm their holiday pay status with their Personnel office and will be paid accordingly.

2.4.4. Administrative Leave. Only the base commander can authorize this type of paid leave. Civilian and military employees indicate the appropriate number of hours against the applicable holiday/admin leave JON and WBS "ADMN." Civilians use the DCPS hour code of "LN."

2.4.5. Excused Absence. The most common types of excused absences include blood donation, and brief periods of tardiness. Civilian and military employees indicate the appropriate number of hours against the applicable holiday/admin leave JON. Use WBS "BLOD" for blood donation. Use WBS "EXAB" for other brief absences. Civilian employees use the DCPS hour code of "LV," and military personnel use the DCPS hour code of "RG" for all these WBSs. For other types of excused absences, civilian and military, please refer to AFI 36-815. For specific JOCAS guidance or codes, contact AFRL/FMF.

2.4.6. Absences related to Air Force Science, Technology, Engineering and Mathematics (STEM) Activities see AFI 36-815 for specific guidance. Use WBS "STEM" for STEM activities. Civilian employees use the DCPS hour code of "LV," and military personnel use the DCPS hour code of "RG."

2.4.7. Court Leave/Jury Duty. Used to perform jury duty or if the employee is required to be a witness on behalf of any party in connection with any judicial proceedings to which the United States or state or local government is a party. An employee may not retain fees received for jury duty or witness services. Contact the DCPS CSR for further instructions on submitting the fees received to the U.S. Treasury. A certificate of attendance from the clerk of the court must also be submitted to the CSR within 60 days of the time period leave took place, which should contain inclusive dates of jury duty or witness service any amount of fees the court paid to the employee. If documentation is not received within 60 days of the time period leave took place, the leave will be changed and charged as annual leave on the member's timecard. This action can be corrected

once documentation is received. An employee serving on a jury in a state or local court who waives or refuses to accept jury fees is still liable to the U.S. Government for the fees he/she would have received. Civilian and military employees indicate the appropriate number of hours against the applicable holiday/admin leave JON and WBS "JURY." Civilian employees use the DCPS hour code of "LC," and military personnel use the DCPS hour code of "RG."

2.4.8. Reserve Duty (Civilian Military Leave). Employees who are ordered to active duty training during a regularly scheduled workday must take military leave for the time they are away from their assigned duty station. Military leave is charged on an hourly basis so civilian employees indicate the appropriate time against the applicable holiday/admin leave JON, WBS "RESV," and use the DCPS hour code of "LM." No charge is made to non-workdays at the beginning and end of a period of absence on active duty (i.e., usually Sunday and Saturday). A copy of the military orders must be provided to the CSR.

2.4.9. Time-Off Awards. Employees may be given time off with pay as an incentive award. Employees indicate the appropriate number of hours against the applicable holiday/admin leave JON and WBS "AWRD." Civilian employees use the DCPS hour code of "LY."

2.4.10. Advanced Annual Leave. Civilian employees may be granted, in advance, all annual leave which will be earned during the current leave year at the discretion of the supervisor. There must be a reasonable assurance the employee will be in a duty status long enough to earn the leave granted before the end of the leave year. The hours can be tracked by charging the applicable annual leave JON and WBS "ADVA," using the DCPS hour code "LB."

2.4.11. Advanced Sick Leave. All advanced sick leave requests require advanced approval and supporting documentation. The supporting documentation must be forwarded to the CSR by the Wednesday before the pay period ends. The CSR is the only authority to set up the individual's DCPS' account to utilize advanced sick leave hours. Civilian employees may be granted advanced sick leave, up to 240 hours, in the case of serious disability, illness, incapacitation, or confinement for childbirth if there is reasonable assurance that the employee will be in a duty status long enough to pay back the advanced leave. The hours are applied to the applicable sick leave JON and WBS "ADVS," using the DCPS hour code "LG."

2.4.12. Physical Fitness. AFI 36-815 provides guidance on the participation in a health promotion program allowing up to three hours of duty time per week for full time employees (prorated for part time employees) and is restricted to the use of fitness facilities or grounds under the direct control of your duty station. Each employee must maintain an ongoing log or record of his/her activities. Before an employee can participate in physical fitness activities, they must have an agreement/approval form signed by their personal physician and supervisor. On the JOCAS timesheet, hours are charged to the JON 99056xxx where xxx is the base site code (e.g. 071 for WPAFB, 060 for Rome, 062 for Kirtland). In addition to the JON, fitness time will be coded with WBS "PHFT," using the DCPS hour code "LN." and the EHO code "PF."

2.5. Non-Paid Leave.   The time a civilian employee takes from duty without any compensation.

2.5.1. Leave Without Pay (LWOP).   Employees may request and be granted an authorized absence from duty in a temporary non-pay status. Civilian employees indicate the appropriate number of hours against the applicable LWOP JON and WBS code with a DCPS hour code of "KA."

2.5.2. Absence without Leave (AWOL). AWOL is an unauthorized absence or absence for which the employee's leave request was denied or unjustified. Civilian employees who are AWOL will have these hours charged to the applicable AWOL JON and WBS code with a DCPS code of "KC."

2.5.3. Suspension. Suspension is the placement of an employee in a temporary non-pay and non-duty status for disciplinary reasons. Civilian employees who are suspended will have these hours charged to the applicable Suspension JON and WBS "0000," with a DCPS code of "KB."

2.6. Compensatory, Overtime, Credit Hours, and Premium Pay. Applies only to civilian employees. For additional guidance, see DoD FMR 7000.14-R, Volume 8, *Civilian Pay Policy and Procedure.*

2.6.1. Credit Hours Earned. Credit hours can only be earned on regularly scheduled workdays and cannot exceed a total of two hours per day. Typically, credit hours cannot be earned while on TDY, training, or on weekends, reference OPM.gov, *Pay & Leave*. The hours are applied to the appropriate JON and WBS code with a DCPS hour code of "CD." If the employee is on a compressed work schedule (CWS), credit hours cannot be earned. For full-time employees, a maximum of 24 hours can be carried over from pay period to pay period. Excess unused hours over 24 are forfeited.   For part-time employees, a balance equal to one-fourth of their bi-weekly scheduled hours can be carried over from pay period to pay period. Excess unused hours over that are forfeited.

2.6.2. Compensatory Time Earned. Compensatory time can only be earned after the regularly scheduled workday and on weekends, but not holidays. The hours are applied to the appropriate JON and WBS code worked with DCPS hour code of "CE." Compensatory time must be requested and approved in advance using an AF Form 428, *Request for Overtime*, *Holiday Premium Pay, and Compensatory Time*. In cases of an unexpected emergency the AF Form 428 must be completed the next business day.

2.6.2.1. Travel Compensatory Time Earned. An employee must comply with the procedures for requesting credit of compensatory time off for travel. Within five workdays after returning to the official duty station, the employee must submit his or her travel itinerary, or any other documentation acceptable to the employee's supervisor, in support of a request for credit for compensatory time off for travel. Compensatory time off for travel is forfeited unless it is used by the end of the 26th pay period after the pay period it was credited. The hours are applied to the appropriate JON and WBS code worked with a DCPS hour code of "CB." AF Form 428 is not required for Travel Comp Time.

2.6.3. Scheduled/Unscheduled Overtime. Scheduled overtime can only be earned after the regularly scheduled workday and on weekends, but not holidays. Employees are compensated with pay for this additional time worked. The hours are applied to the appropriate JON and WBS code worked with a DCPS hour code of "OS." Overtime must be requested and approved in advance using an AF Form 428. In the rare cases of unscheduled overtime, the AF Form 428 must be completed the next business day.

2.6.4. Premium Pay. Premium pay can only be earned after the regularly scheduled work schedule for time worked on Sundays and holidays. Employees are compensated with pay for this additional time worked up to the maximum permitted by law.

   2.6.4.1. Sunday hours are applied to the actual JON and WBS codes worked with the DCPS hour code applicable for graded and ungraded employees depending on the shift worked.

   2.6.4.2. Holiday hours are applied to the actual JON and WBS codes worked with the DCPS hour code applicable for graded and ungraded employees depending on the shift worked.

2.6.5. Credit Hours Taken. These hours are charged to the applicable credit hours used JON and WBS code with a DCPS hour code of "CN."

2.6.6. Compensatory Time Taken. These hours are charged to the applicable compensatory time taken JON and WBS code with a DCPS hour code of "CT."

2.6.7. Travel Compensatory Time Taken. These hours are charged to the applicable travel compensatory time taken JON and WBS code "TRVL" with a DCPS hour code of "CF."

2.6.8. Other Paid Absences. These paid absences, are for those employees who have previously earned additional time via compensatory time and credit hours earned. Leave must be recorded and earned before taken. Supervisor approval is required.

2.7. Family Medical Leave Act (FMLA). Refer to AFI 36-815, Chapter 12 for specific guidance on FMLA. All FMLA leave requires advanced approval and supporting documentation. Supporting documentation must be forwarded to the CSR, who has the authority to set up the individual's DCPS account to utilize FMLA leave hours. To record the hours appropriately in JOCAS, the proper FMLA EHO Code (DA, DB, DC, DD) must be used along with the applicable WBS, hour code combination, and the correct number of hours. Following are the commonly used FMLA EHO, WBS, and hour code combinations; however, other leave hour codes are allowable:

   2.7.1. Birth of child or care of newborn (FMLA EHO Code–DA). These hours are applied to the appropriate JON for leave without pay (LWOP) and WBS "BRTH," with a DCPS hour code of "KA" for unpaid leave; or, they can be applied to the appropriate sick leave JON and WBS "BRTH," with a DCPS hour code of "LS" for paid leave.

   2.7.2. Adoption or foster care (FMLA EHO Code–DB). These hours are applied to the appropriate JON for LWOP and WBS "FSTR," with a DCPS hour code of "KA" for unpaid leave; or, they can be applied to the appropriate sick leave JON and WBS "FSTR," with a DCPS hour code of "LS" for paid leave.

2.7.3. Care for special one with serious illness (FMLA EHO Code–DC). These hours are applied to the appropriate JON for LWOP and WBS "HELP," with a DCPS hour code of "KA" for unpaid leave. Or, they can be applied to the appropriate sick leave JON and WBS "HELP," with a DCPS hour code of "LS" for paid leave. A family member includes spouse, parents, parents-in-law, children, siblings, grandparents, and other family members as defined under 5 C.F.R. 630.201.

2.7.4. Serious health condition of employee (FMLA EHO Code–DD). These hours are applied to the appropriate JON for LWOP and WBS "EMGY," with a DCPS hour code of "KA" for unpaid leave. Or, they can be applied to the appropriate sick leave JON and WBS "EMGY," with a DCPS hour code of "LS" for paid leave.

2.8. Family Friendly Leave Act (FFLA). Permits employees to use only sick leave to care for family members and for bereavement purposes. The number of sick leave hours a person can use for FFLA purposes is limited and based upon their sick leave balance and individuals should refer to DOD 7000.14-R, Vol 8, Chapter 5, par 050401. To record hours appropriately in JOCAS, the proper FFLA EHO Code (DE or DF) must be used along with the applicable WBS, hour code combination and the correct number of hours. Following are the commonly used FFLA EHO, WBS, and hour code combinations; however, advanced sick leave is also allowed.

2.8.1. Family Care/Bereavement (FFLA EHO Code–DE). Sick leave taken to: provide care for a family member, or make arrangements necessitated by the death of a family member or attend the funeral of a family member. Apply the hours to the appropriate sick leave JON and WBS "FMLY," with a DCPS Hour Code of "LS."

2.8.2. Adoption or foster care (FFLA EHO Code–DF). Sick leave taken for purposes relating to the adoption of a child. These hours are applied to the appropriate sick leave JON and WBS "ADPT" or "FSTR," with a DCPS hour code of "LS" for paid leave.

2.9. Injury/Continuation of Pay. Continuation of pay is entitlement related to an on-the-job injury. This entitlement is overseen by Personnel and requires supporting documentation. The injured employee's supervisor will receive letters from Personnel indicating the dates and number of hours to be recorded and the DCPS hour codes to be utilized:

2.9.1. LU–Date of Injury Code. This code will be allowed with or without hours (0.00). If no hours are entered, it will indicate the injury was realized after the tour of duty. LU must be reported before LT is allowed.

2.9.2. LT–Continuation of Pay for Traumatic Injury. This code requires an injury number that is the date of injury. The four-digit format for the injury number is MMDD (e.g., 1220 = December 20). A new letter is required from Personnel for every intermittent injury related absence.

2.9.3. LN–Administrative Leave. This code is to be used for dismissal on the day of injury until documentation from Personnel is received.

2.9.4. If the supervisor does not receive a letter of direction from Personnel during the pay period in which the injury occurred, the date of injury hours are applied to the appropriate admin leave JON and WBS "DATE," with a DCPS hour code of "LN." (e.g., employee dismissed due to injury). Any injury related absence is applied to the appropriate sick leave JON and WBS "0000," with a DCPS hour code "LS" or the appropriate annual leave JON and WBS "0000," with a DCPS hour code of "LA."

2.9.5. If the supervisor receives a letter of direction from Personnel during the pay period in which the injury occurred, then the date of injury hours are applied to the appropriate admin leave JON and WBS "DATE," with a DCPS hour code of "LU." Any approved injury related absence taken after the date of injury is applied to the appropriate admin leave JON and WBS "ICOP," with a DCPS hour code of "LT." In the block, under the hours for "LT," enter the injury number in parentheses.

2.9.6. If the supervisor receives a letter of direction from Personnel after the pay period in which the injury occurred, an adjustment/correction is completed using, *JOCAS/DCPS Time Sheet Adjustment Form*. Correct the day of injury by applying the time to the appropriate admin leave JON and WBS "DATE," with a DCPS hour code of "LU" per direction from Personnel's letter. Any approved injury related absence used is applied to the appropriate admin leave JON and WBS "ICOP," with a DCPS hour code of "LT" per direction from Personnel's letter. In the block, under the hours for "LT," enter the injury number in parentheses.

2.10. Hazardous Duty Pay (HDP) (General Service (GS) Employees Only). The TD, 711 HPW and HQ is required to apply to base personnel for this entitlement involving additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship. The hours worked on hazardous duty are applied to the actual JON/WBS worked with the appropriate DCPS hour code. HDP is paid for all hours in a pay status the day on which the exposure occurs. In the block, under the hours and DCPS hour code, enter the number of Environmental/Hazard hours worked and the appropriate, Environmental/Hazard Code provided by the Personnel office (e.g., (3 EB)) in parentheses.

2.11. Environmental Differential Pay (EDP) (Wage Grade (WG) Employees Only). The TD, 711 HPW and HQ is required to apply to the Personnel office to determine if EDP is applicable for the work being performed. The hours worked on EDP are applied to the actual JON/WBS worked with the appropriate DCPS hour code. EDP is payable for actual exposure or for all hours in a pay status per Personnel's direction. In the block, under the hours and DCPS hour code, enter the number of Environmental/Hazard hours worked and the appropriate, Environmental/Hazard Code provided by the Personnel office (e.g., (3 EB)) in parentheses.

2.12. Night Differential (GS Employees Only). The hours worked must be part of the regularly scheduled tour of duty. Therefore, the individual must have a work schedule in the JOCAS II Personnel Master that supports working night differential hours. Night differential is the number of regularly scheduled hours a graded employee is scheduled to work between the hours of 1800 and 0600 for each day. This time is applied to the actual JON/WBS worked with the appropriate DCPS hour code. In the block, under the hours and DCPS hour code, enter the number of night differential hours and "ND" (e.g., (3ND)) in parentheses.

2.13. Shift Differential (WG Employees Only). A minimum of five hours must be worked between 1500 and 2400 with a DCPS hour code of "RS." Or, a minimum of five hours must be worked between 2300 and 0800 with a DCPS hour code of "RT." The time is applied to the actual JON/WBS worked with the appropriate DCPS hour code.

2.14. Signatures. Both the employee and their supervisor/labor approving official must sign the timesheet electronically. If an employee is unavailable for immediate signature, the supervisor/labor approving official will approve the timesheet and the employee will sign upon return or availability. Approval by the Supervisor/labor approving official is the requirement to process the timesheet through JOCAS II and to DCPS. Military personnel cannot sign their own form electronically. Electronic signature is required for all civilian employees. On those rare occasions that this not an option, the employee can provide a manually signed timesheet.

3. **Labor Corrections/Adjustments.**

3.1. JOCAS II is designed to allow the labor approver to adjust the timesheet based on employees' leave requests, provided the proper signatures have been obtained. Labor adjustments can be made without the use of JOCAS/DCPS timesheet adjustment form except in two instances.

    3.1.1. **Exceptions.**

        3.1.1.1. The JOCAS II timesheet adjustment form is necessary in those instances when the labor adjustment needs to be made directly into DCPS rather than the normal adjustment process in JOCAS. The CSR will maintain the documentation.

        3.1.1.2. Any adjustment that is older than four pay periods must be documented via the adjustment form (no CSR signature required) and submitted to HQ AFRL/FZF for approval. If the adjustment is over six months old, the form must be approved by the TD Director or TD Deputy Director and submitted to the Center Comptroller. No adjustments will be made after one year. These adjustments must be coordinated to ensure costs are captured accurately as JOCAS processes are not automatically created for Indirect and Overhead rate distribution for prior months.

3.2. Labor adjustments are necessary to correct employee labor entry errors. Adjustments are not authorized to adjust for availability of customer funding. Employees and labor approvals are required to properly attribute labor costs to specific mission or customer programs. If they exceed the funds that have been received for a program, the funds should either be charged to the mission BPAC, remain in the management BPAC or additional funds should be requested from the customer for labor charges. A critical step in the program review is to verify labor is being charged to the correct JON at the time the work is being completed.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDFMR 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures,* November 2015

AFI 36-815, *Absence and Leave*, 8 July 2015

DCPS Web-Based Training, Release 16-1

https://dfas4dod.dfas.mil/systems/dcps/consolid/cbt/cbttoc.htm

Prescribed Forms

AFRL Form 34, J*OCAS/DCPS Timesheet Adjustment Form*

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFRL—Air Force Research Laboratory

AWOL—Absent Without Leave

CSR—Customer Service Representative

CWS—Compressed Work Schedule

DAO—Departmental Accountable Official

DCPS—Defense Civilian Pay System

DoD—Department of Defense

EDP—Environmental Differential Pay

EHO—Environmental/Hazard Code

FFLA—Family Friendly Leave Act

FMLA—Family Medical Leave Act

FMR—Financial Management Regulations

GS—General Service

HDP—Hazardous Duty Pay

HPW—Human Performance Wing

IAW—In Accordance With

JOCAS—Job Order Cost Accounting System

JON—Job Order Number

JSA—JOCAS System Administrator

LWOP—Leave without Pay

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SDA—Source Data Automation

STEM—Science, Technology, Engineering and Mathematics

TD—Technology Directorate

WBS—Work Breakdown Structure

WG—Wage Grade

Terms

DCPS—Defense Civilian Pay System: The standard automated civilian payroll system selected by the Department of Defense to consolidate its payroll operations.

DFAS—Defense Finance and Accounting Service: Provides finance and accounting services to the DoD.

JOCAS II—Job Order Cost Accounting System: Computer accounting system which has been devised to systematically measure and assemble identifiable elements of costs incurred in accomplishing a specific purpose, carrying on an activity or operation, or completing a unit of work or a specific job.

JON—Job Order Number: An eight digit alpha-numeric code used to identify a specific work effort.

Part-Time, Job Share, Student—Any person working less than a permanent 80-hour biweekly schedule.

Wage Grade (WG) to General Service (GS) Pay Retention Personnel—Those who fall under the provisions provided for employees whose grade or pay is reduced due to a management action for which they are not responsible; reduction in force or reclassification.

WBS—Work Breakdown Structure—A four digit alpha-numeric code used to identify the management-defined tasks that comprise the JON.

Attachment 2

QUICK REFERENCE FOR DCPS HOUR/EHO CODES

Figure A2.1. Quick Reference for DCPS Hour Codes.

(This list contains the most commonly used codes and is not inclusive. Contact your CSR if you have questions.)

Pay Type Codes:
RG– Regular, (Graded)
RF– Regular, First Shift (Ungraded)
RS– Regular, Second Shift (Ungraded)
RT– Regular, Third Shift (Ungraded)

AF Form 428 required-attached to timesheet
OS – Overtime, Scheduled
OU – Overtime, Unscheduled
OX – Overtime, Unscheduled Exception

AF Form 428 required-attached to timesheet
SG – Sunday Worked (Graded)
SF – Sunday Worked, First Shift (Ungraded)
SS – Sunday Worked, Second Shift (Ungraded)
ST – Sunday Worked, Third Shift (Ungraded)

AF Form 428 required-attached to timesheet
HG – Work, (Graded)
HF – Work, First Shift (Ungraded)
HS – Work, Second Shift (Ungraded)
HT – Work, Third Shift (Ungraded)

Compensatory Hours: AF Form 428 required - attached to timesheet
CD – Credit Hours Earned
CE – Compensatory Time Earned

Addt'l Compensatory Hours;
CN – Credit Hours Taken
CT – Compensatory Time Taken
CB – Travel Comp Earned
CF – Travel Comp Used

Leave Codes – Nonpaid:
KA – LWOP
KB - Suspension
KC – AWOL

Leave Codes – Paid: Issued by Base Commander or by direction of Personnel
LN – Administrative

Leave Codes – Paid: Pre-approved by Supervisor
LA – Annual
LB – Advanced Annual
LC – Court: Certificate of Attendance required.
LG – Advanced Sick: Request letter and medical documentation required by CSR*
LH –
LM – Military: Completed and certified AF
Form 938 required-attached to timesheet.
LS – Sick
 – Excused Absence

Leave Codes – Paid: Pre-approved by Personnel
LT – Traumatic Injury (COP)
LU – Date of Traumatic Injury
LY – Time Off Awards

Family Leave Codes:
FMLA Request letter and medical documentation required by CSR
DA – Birth of child or care of newborn
DB – Adoption or foster care
DC – Care for special one with serious illness
DD – Serious health condition of employee

FFLA
DE – Family Care / Bereavement
DF – Sick Leave for Adoption purposes

Telework EHO Codes:	
TW – Telework Regular	Civilian Physical Fitness
TS – Telework Special	LN (with EHO "PF") – On base fitness
TM – Telework Medical	program

Attachment 3

QUICK REFERENCE - LEAVE/NON-PAY JONS

Figure A3.1. Quick Reference - Leave/Non-Pay JONS.

JON WBS	JON TITLE WBS TITLE	HOUR CODES	EHO
99054CIV	CIVILIAN ANNUAL LEAVE		
0000	CIVILIAN ANNUAL LEAVE	LA	
ADVA	ADVANCED ANNUAL LEAVE	LB	
99055CIV	CIVILIAN SICK LEAVE		
ADVS	CIVILIAN SICK LEAVE	LS	
ADPT	SICK LEAVE FOR ADOPTION PURPOSES	LS	
ADVS	ADVANCED SICK LEAVE	LG	
BRTH	BIRTH OF CHILD OR CARE OF NEWBORN	LS	DA
EMGY	SERIOUS HEALTH CONDITION OF	LS	DD
FMLY	FAMILY CARE/BEREAVEMENT	LS	DE
FSTR	ADOPTION OR FOSTER CARE	LS	DB or DF
HELP	CARE FOR SPECIAL ONE WITH SERIOUS	LS	DC
99056CIV	HOLIDAY/ADMIN LV		
0000	HOLIDAY/ADMIN LV (Military)	RG	
ADMN	ADMINISTRATIVE LEAVE	LN	
AWRD	TIME OFF AWARD	LY	
BLOD	BLOOD DONATION	LV	
DATE	INJURY DATE	LU or LN	
EXAB	EXCUSED ABSENCE	LV	
HLDY	HOLIDAY	LJ	
JURY	JURY DUTY	LC	
RESV	CIVILIAN ON MILITARY RESERVE DUTY	LM	
VOTE	VOTING/VOTING REGISTRATION	LV	
STEM	STEM ACTIVITIES	LV	
9995AWOL	ABSENT WITHOUT LEAVE		
0000	ABSENT WITHOUT LEAVE	KC	
9995CMPU	COMPENSATORY TIME TAKEN		
0000	COMPENSATORY TIME TAKEN	CT	
9995CMPU	TRAVEL COMPENSATORY TIME TAKEN		
TRVL	TRAVEL COMPENSATORY TIME TAKEN	CF	
9995CRHT	CREDIT HOURS TAKEN		
0000	CREDIT HOURS TAKEN	CN	
9995LWOP	LEAVE WITHOUT PAY		
0000	LEAVE WITHOUT PAY	KA	
BRTH	BIRTH OF CHILD OR CARE OF NEWBORN	KA	DA
EMGY	SERIOUS HEALTH CONDITION OF	KA	DD
FSTR	ADOPTION OR FOSTER CARE	KA	DB
HELP	CARE FOR SPECIAL ONE WITH SERIOUS	KA	DC
9995SUSP	SUSPENSION		
0000	SUSPENSION	KB	
99056071*	CIVILIAN PHYSICAL FITNESS		
PHFT	CIVILIAN PHYSICAL FITNESS	LN	PF

*Last 3 digits = Site code (071 = WPAFB), (074 = Edwards), (060 = Rome), (062 = Kirtland)

Attachment 4

JOCAS/DCPS TIME SHEET ADJUSTMENT FORM

Figure A4.1. JOCAS/DCPS Time Sheet Adjustment Form.

Civilian and Military					
JOCAS/DCPS TIME SHEET ADJUSTMENT FORM					
EMPLOYEE NAME		USER ID	PAY PERIOD	RCCC	OFF SYM

Date to adjust			Hours Corrected From					Hours Corrected To					
Calendar Date	Week	Day	Original Jon	Original WBS	Original Hour CD	Original Hours	EHO	Adjusted JON	Adjusted WBS	Adjusted Hour CD	Adjusted Hours	EHO	Clock Hours

REASON FOR ADJUSTMENT:
(Mandatory)

All lines must be signed and dated. Email completed forms to Payroll Office.

Employee Signature _____   Date Employee Signed _____

Supervisor Signature _____   Date Supervisor Signed _____

JOCAS Adjustor Signature _____   Date Entered into JOCAS _____

DCPS Adjustor Signature _____   Date Entered into DCPS _____

AFRL Form 34