

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**



**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-815**

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**Personnel
CIVILIAN PAY PROCEDURES**

COMPLIANCE WITH THE PUBLICATION IS MANDATORY

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(Mr. Cory Lelek)

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This instruction provides the procedures for documenting and reconciling civilian time and attendance records. It implements DoD Financial Management Regulation 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures* and expands upon AFI 36-815, *Absence and Leave*. This instruction applies to DoD Civilians at Goodfellow AFB. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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 847 from the field through the appropriate functional chain of command.

1. Purpose. The time and attendance (T&A) objective is to ensure employee attendance (both presence and absence) is accurately recorded and reported in order to properly compute pay, leave, and allowances. Establishes procedures for documenting and reconciling time and attendance for civilian employees assigned to Goodfellow AFB. It mandates the use of GOODFELLOWAFB Form 58, *Civilian Time Card* to document time and attendance ([Attachment 2](#)).

2. Timekeeping Responsibilities. Accurate and timely recording of T&A, maintenance of timecards, work schedules, and related documentation.

2.1. Retain all time and attendance Input and Source records for a period of 6 years in a secured office or file cabinet(s).

- 2.2. Ensure internal controls are in place to prevent unauthorized changes to timecards.
- 2.3. Ensure approval of Overtime and Compensatory Time (Comp) entries.
- 2.4. Provide Military Leave and Jury Certification documentation to Civilian Personnel Office (CPO).
- 2.5. Review of Missing Time Report.
- 2.6. Meet established deadlines.

3. Requirements. Ensure timecards (GOODFELLOWAFB Form 58) reflect the effective date as the last day of the pay period. In Defense Civilian Payroll System (DCPS) always use Option 2, Timecard Format 1 – Individual. Each timecard should contain the following information:

- 3.1. Employee name and Social Security Number.
- 3.2. Pay period number or dates.
- 3.3. Number of hours worked by day and in total.
- 3.4. Number of hours of premium work (by type); number of leave hours (by type); comp time used (by date).
- 3.5. All supporting documentation for absences.
- 3.6. Electronic signature of authorizing official. Timekeepers can make changes for the previous 26 pay periods.
- 3.7. Make sure changes have supporting documentation and supervisor approval. If a timecard is not input by the cutoff, DCPS will attempt to pay with Annual Leave; if insufficient with Annual Leave, remaining hours will be charged to Comp Time and/or Leave Without Pay.

MARK T. DAMIANO, Colonel, USAF
Commander

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

DoD Financial Management Regulation 7000.14-R, Volume 8, *Civilian Pay Policy and Procedures*, Sep 2010

AFI 36-815, *Absence and Leave*, 5 Sep 2002

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 1 Sep 2009

Prescribed Forms

GOODFELLOWAFB Form 58, *Civilian Time Card*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

CPO—Civilian Personnel Office

DCPS—Defense Civilian Payroll System

OPM—Office of Personnel Management

T&A—Time and Attendance

Attachment 2

GOODFELLOW AFB FORM 58, CIVILIAN TIME CARD