

## **STANDARD OPERATING PROCEDURE TIME AND ATTENDANCE RECORDS**

**Purpose:** To establish procedures for entering time and attendance by district timekeepers in a uniform manner and to ensure the accurate and timely submission of this information.

**Applicability:** This guidance is applicable to all DoDDS-Kaiserslautern District employees.

### **Procedures:**

1. All time and attendance should be entered on the second Tuesday of each pay period. If the primary timekeeper is absent, the secondary timekeeper must enter the time following these procedures.
2. The timekeeper must print timesheets at the beginning of each pay period and complete a timesheet for each employee. If an employee requests any type of leave, the employee must complete a leave form and have it approved by his/her supervisor. The leave must be coded on the time sheet and a copy of the OPM 71, "Request for Leave or Approved Absence Form," must be attached to the timesheet. The timekeeper must keep a copy of the approved timesheet and a copy must be given to the employee.
3. The principal/supervisor must sign the completed timesheet before the timekeeper enters the time into the system.
4. The timekeeper will print the "Accepted T & A" report to double check the time entered against the timesheet. This report can be done sequentially.
5. As an accuracy check, the timekeeper must run "Missing Time Reports" to ensure time has been entered for all employees. The report will show if there are any employees without time reported for that pay period.
6. If either the primary or the alternate timekeepers are absent, their time must be entered into the system by a district customer service representative (CSR). If both the primary and the alternate timekeepers are absent the same day, the appropriate

district CSR is responsible for entering the time for all of the school's employees. In this instance, all timesheets and leave forms must be faxed or scanned and sent via mail to the District Superintendent's Office, Attn: Customer Service Representative.

7. If guidance is needed, CSRs are available to provide immediate assistance.

**Controls:**

1. Certification of timesheets by principals/supervisors.
2. No rejected timesheets, based upon CSR reviews.

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DR. DELL MCMULLEN  
Superintendent

Attachment  
Procedures for Printing Timesheet Reports

## PROCEDURES FOR PRINTING TIMESHEET REPORTS

### 1. TO PRINT TIMESHEETS:

- Go to the “T & A Report” screen; enter your T/A Site and T/A Group.
- On the T & A Report menu, enter #25 for timesheets.

### 2. TO PRINT MISSING TIMESHEETS:

- Go to the “T & A Report” menu; enter “1” and tab to “1 – Missing Time Processing Date;” enter “PPE” and hit “Enter.”

### 3. TO PRINT ACCEPTED TIME AND ATTENDANCE:

- Go to “T & A Report,” then go to “Accepted T & A.” Enter your first employee’s SSN and then hit “Print.” Hit “F6” to go to the next employee in the sequence.