POLICY AND PROCEDURES

OFFICE OF MANAGEMENT

CDER's Time, Attendance, and Leave Recording Policy

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PURPOSE

- This MAPP clarifies how CDER employees and supervisors should use the integrated time and attendance system (ITAS) to manage time and attendance information as required by the HHS Fair Labor Standards Act (FLSA) Remediation Project. FLSA was effective May 1, 2016.

- This MAPP does not change the current rules and regulations for using leave, earning and using credit and compensatory time, and earning overtime.

POLICY

- Leave requests, credit and compensatory time earned and used, and overtime earned must be approved by the employee's supervisor in advance.   Leave requests must be requested and approved through ITAS.

- Employees with access to ITAS must verify their timecard using the ITAS "Verify Timecard" function no later than **noon** the second Thursday of the pay

period, although timecards can be verified at any time during the second week of the pay period.

- Employees must verify their timecard in ITAS before the leave approving official (i.e., the supervisor) approves the timecard.

- Employees requiring the timekeeper to enter approved premium hours, a change to their regularly scheduled tour hours, or leave requests in ITAS on their behalf will be required to submit a timesheet in accordance with existing office procedures. This ensures that the timekeeper has time to accurately enter the timecard data into ITAS before the employee verifies the timecard in ITAS.

- Employees who work their standard tour hours and do not require the timekeeper to enter premium hours, premium pay, change of tour hours, or leave on their behalf, will not be required to submit a timesheet.

- Employees that do not have access to ITAS will be required to provide a formal signed document (i.e., timesheet or letter/email as directed by the employee's supervisor) each pay period listing the days and hours they worked, any premium hours worked, leave taken, or other pertinent time and attendance data.

  Supervisors and timekeepers will accept a document from employees signed electronically using the PIV card as long as the document includes the employee's printed name and the date of submission.

- Supervisors can approve the employee's timecard in ITAS if the employee has no access to ITAS at the time the ITAS verification is due (e.g., the employee is ill, on training or foreign travel, or has technical or other issues). In such cases, the employee is required to verify the timecard electronically in ITAS immediately upon their return to duty or when their access to ITAS is restored.

  The employee is still responsible for reporting their time and leave to the timekeeper and supervisor.   If the employee cannot report their time and leave before the pay period cut off times, then they should provide this information immediately upon their return so any deviations in time or leave can be entered as supplements in the following pay period.

- Timekeepers must have timecards ready for supervisor approval by 3:00 p.m. All timecards must be approved by supervisors by COB the second Thursday of the pay period.

- If an employee's hours have changed after the supervisor has approved the timecard in ITAS, a supplement is required.

Timekeepers are required to process supplements in ITAS. The employee must submit a revised timesheet to the timekeeper identifying the change in hours worked. Any supplement created by the timekeeper will be verified by the employee during the pay period in which the supplement was created.

- Timekeepers will work with supervisors to establish and communicate their processing timelines. Established timelines must ensure that the CDER deadline of COB Thursday the second week of the pay period is met.

- The timekeeper will maintain all time and attendance documents electronically in the employee's electronic timekeeping file for 3 years plus the current year.

RESPONSIBILITIES

Employees must:

- Request leave in advance in ITAS when possible.

- Request approval before working premium hours.

- Provide a timesheet to the timekeeper by specified time required by office if unusual leave, premium hours, or change in tour needs to be recorded by the timekeeper.

- Verify the timecard in ITAS for each pay period.
  [DO NOT verify the timecard until it has been reviewed and confirmed that all unusual leave, premium hours, or change in tour has been recorded by the timekeeper]

Supervisors must:

- Approve/deny leave requests in ITAS.

- Approve/deny the earning of credit hours and religious compensatory time.

- Concur/non-concur the earning of overtime, compensatory time, or compensatory time for travel (approval authority lies with officials not lower than the second-level supervisor).

- If the employee does not have access to ITAS, verify that the employee's ITAS timecard matches the signed formal documentation of hours before approving the employee's timecard in ITAS.

- Approve timecards in ITAS by COB the second Thursday of the pay period.

- Work with the timekeeper to establish and communicate office processing times.

Timekeepers must:

- Work with the supervisor(s) to establish and communicate office processing times.

- Enter premium hours, change in tour hours, and unusual leave in ITAS on the employee's behalf – notify the employee to verify the timecard.

- Enter change in hours (supplements) into ITAS on the employee's behalf.

- Monitor calendars and leave schedules and inform employees of any adjustments to established deadlines each pay period.

- Maintain all records (e.g., Administrative Time and Leave Record Form HHS-564, LES) in employee's electronic timekeeping file for 3 years plus the current year.

ITAS Administrative Officer must:

- At the end of each leave year, review the timekeeping files and move the electronic timekeeping records to their office's appropriate timekeeping record folder in ECMS FDA-RM to align with FDA-9313a Time and Attendance Records requirements.

- Following the validation of the transfer of all records to ECMS FDA-RM, delete files from the shared drive.

PROCEDURES

1. Employee requests leave (e.g., annual, sick) through ITAS.

2. Supervisor approves or denies leave through ITAS.

3. Before **noon** on the Thursday of the second week of each pay period, the employee verifies the timecard in ITAS to authenticate their reported time and attendance.

   If the employee has any unusual leave, premium hours, or change in hours of tour, the employee must submit a timesheet to the timekeeper before the timecard is verified. The timekeeper will enter this information in ITAS on the employee's

behalf. Once the timekeeper enters the information into ITAS, the timekeeper will ask the employee to verify the timecard in ITAS.

4. When all employees have verified their timecards, except those unable to access ITAS, the timekeeper will ask the supervisor by 3:00 p.m. to approve the timecards in ITAS.

5. The supervisor approves all employee timecards in ITAS by COB the second Thursday of the pay period.

REFERENCES

1. HHS Guide for Timekeepers (April 2013)
2. Collective Bargaining Agreement Between DHHS and NTEU (revised March 6, 2014)
3. CDER Timekeeper SharePoint Site (access by permissions only)
4. FDA Guidance for Verification of Time and Attendance
5. CDER Manager's Memo, ITAS Timecard Verification – Effective Immediately (PP10) (May 6, 2016)
6. Timecard Verification Guides
7. FDA ITAS Webpage
8. FDA Staff Manual Guide 1430.5, Volume 11 – Delegations of Authority – Authority to Approve Overtime (effective 12/18/15)

DEFINITIONS

Premium Hours are hours worked in addition to the basic work requirement that must be entered into ITAS by the timekeeper that include overtime, compensatory time, credit hours, compensatory time for travel, and religious compensatory time.

Timecard is the form in ITAS that the employee, or timekeeper, uses to report and verify all work hours.

Timesheet is the CDER Timesheet that the employee submits to the timekeeper when ITAS is not available or unusual leave, premium hours, or a change in hours of tour are requested.

Unusual Leave are leave categories that must be entered into ITAS by the timekeeper, which include religious compensatory time, VLTP, advanced annual, and advanced sick leave.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
10/22/97	N/A	Original
4/25/07	N/A	Administrative
5/5/07	N/A	General
5/19/2021	Rev. 1	Updated to include ITAS and ITAS verification requirements