



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTC INSTRUCTION 12610.2B

From: Commander, Naval Service Training Command

Subj: TIME AND ATTENDANCE FOR CIVILIAN EMPLOYEES

Ref: (a) See appendix A

1. Purpose. To establish time and attendance (T&A) policy, guidance, and procedures for all civilian employees assigned to Naval Service Training Command (NSTC).

2. Cancellation. NSTCINST 12610.2A.

3. Scope and Applicability. This instruction applies to the NSTC domain including NSTC Headquarters and Citizenship Development (CD), Recruit Training Command (RTC), Officer Training Command (OTC), Navy Junior Reserve Officers Training Corps (NJROTC), Area Manager offices, Naval Reserve Officers Training Corps Units (NJROTCUs), and Strategic Sealift Officer Program (SSOP) units.

4. Background. Guidance contained in this instruction localizes federal and Navy specific policy for civilian T&A provided by references (a) through (k). Chapters 1 through 4 and Appendices B through J contain all T&A forms and SLDCADA guidance. This handbook was developed and implemented to be used as a ready reference and desk guide for compliance and daily civilian timekeeping procedures.

5. Policy.

a. It is CNSTC policy to maintain compliance and effective internal management controls on civilian time and attendance and related payroll procedures. All staff levels are expected to ensure the integrity of hours worked and reported for payroll purposes.

b. Mandatory use of Standard Labor Data Collection and Distribution Application. The Standard Labor Data Collection and Distribution Application (SLDCADA) is the sole timekeeping automated system to be used by NSTC. It was selected and mandated by the Deputy Secretary of the Navy (Institutional Strategic Planning) and the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) as the single Navy standard time and attendance source data automation. This decision was made based upon SLDCADA's ability to meet Department of the Navy (DoN) requirements and comply with the Chief Financial Officers Act of 1990 and Federal Financial Management Improvement Act of 1996.

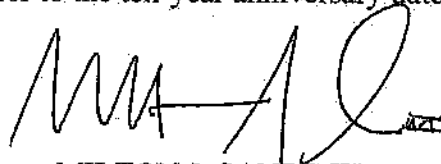
c. Supervisor Training. When approving T&A, all supervisors (certifiers) and alternate certifiers must certify, to the best of their knowledge, that employee work schedules are accurately recorded. An employee's supervisor should be aware of an employee's work schedule, leave taken, and any absence from duty and must review and approve/certify the T&A to ensure its accuracy. Supervisors must ensure that exceptions to the employee's normal tour of duty are recorded in a timely and accurate manner. Certifiers and alternates must complete an approved Certifying Officer Legislation (COL) training course applicable to this mission area prior to their appointment and refresher training annually, and provide proof of completion to their supervisor and to Comptroller (NSTC N8). Evidence of having completed this training is required prior to giving SLDCADA access and performing as a certifier. Reference (a), Volume 5, Chapter 5 pertains.

d. Privacy Act. Civilian time and attendance and related payroll information contains Personally Identifiable Information (PII) subject to safeguarding under reference (b) which implements the Privacy Act of 1974. All personnel authorized access to process this information are required to review reference (b), complete all mandated PII training requirements, and comply with current PII directives.

e. Records Retention. See reference (e) for further guidance.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



MILTON J. SANDS III

Release and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html

Table of Contents

Preface	i
Chapter 1 Administration of Regular Time	
Hours of work.....	1-1
Alternative Work Schedules.....	1-2
Recording Time and Attendance.....	1-3
Certifying Time and Attendance.....	1-6
Records Retention.....	1-7
Chapter 2 Administration of Leave	
Application for Leave.....	2-1
Procedures for Requesting Annual Leave Donation.....	2-2
Procedures for Requesting Advanced Sick Leave.....	2-3
Procedures for Requesting Restoration of Forfeited.....	2-4
Administrative Leave and Excused Absences.....	2-5
Chapter 3 Administration of Overtime	
Overtime and Compensatory Time.....	3-1
Credit Hours.....	3-2
Compensatory Time for Travel.....	3-2
Chapter 4 Administration of Leave Without Pay	
Leave Without Pay.....	4-1
Entitlement.....	4-1
Criteria for Granting LWOP.....	4-1
Requests for Extended LWOP.....	4-1
Length.....	4-2
Impact on Federal Employment and Retirement Benefits.....	4-2
Approval Authority.....	4-3
Requesting and Documenting LWOP.....	4-3
Appendix A	A-1
References.....	
Appendix B	B-1
Employee Work Schedule.....	
Appendix C	C-1
Work Schedule Reference for AWS Codes.....	
Appendix D	D-1
SLDCADA Role Responsibilities and Security Related Responsibilities.....	
SLDCADA Role Responsibilities Signature Form (Fillable).....	
Appendix E	E-1
Employee Seriatim Sign-in Sign-out Sheet.....	
Appendix F	F-1
Leave Conversion Matrix.....	

Appendix G	G-1
<u>SLDCADA Access Worksheet for Certifiers</u>	
Appendix H	H-1
<u>Request for Advance Leave</u>	
Appendix I	I-1
<u>Request for Restoration of Forfeited Annual Leave Form</u>	
Appendix J	J-1
<u>Supervisor Annual Validation of User Accounts</u>	

Preface

1. Role Responsibilities

a. Chief of Staff (CoS)/Executive Director (ED) shall:

(1) Serve as the approval authority for overtime and compensatory time requests for civilians assigned to NSTC Headquarters and for civilians assigned to units with an Officer-in-Charge and NJROTC Area Manager offices. This authority will not be delegated.

(2) Serve as the approval authority for periods of leave without pay (LWOP) in excess of eight hours for civilians assigned to NSTC Headquarters. Serve as the approval authority for periods of LWOP greater than one pay period (10 work days, 80 hours) for subordinate commands and units.

(3) Appoint the NSTC Time and Attendance Administrator (TAA) and/or alternate TAA via delegation of authority (DOA) letter, as outlined in this instruction, before supervisory and alternate roles in SLDCADA can be assigned.

(4) Serve as the approval authority for leave recipients under the Voluntary Leave Transfer Program (VLTP).

(5) Serve as the approval authority for restoration of forfeited annual leave.

b. Deputy Commanders for NROTC Operations and NJROTC Operations (for civilians assigned to units with an Officer-in-Charge and NJROTC Area Manager offices respectively) shall: Serve as the approval authority for periods of LWOP equal to or less than eight hours. Requests for LWOP greater than eight hours for these civilians shall be forwarded via the chain of command to the CoS/ED for approval. This authority will not be delegated.

c. Commanding Officers (COs) shall:

(1) Identify personnel authorized to certify T&A documents. As changes occur, notify Comptroller/N8 of all updates and request termination of individual authority when it is no longer needed. This applies to all COs except OTC.

(2) Serve as the approval authority for periods of LWOP equal to one pay period (10 work days, 80 hours). Requests for LWOP greater than one pay period shall be forwarded via the chain of command to the CoS/ED for approval. This authority will not be delegated.

(3) Serve as the approval authority for overtime and compensatory time requests for civilians at their respective commands. This authority applies to O-6 COs and will not be delegated. In the absence of the O-6 CO, requests must be forwarded to the NSTC CoS/ED.

(4) Serve as the approval authority for advanced sick and annual leave. This authority applies to O-6 COs and will not be delegated. In the absence of the O-6 CO, requests must be forwarded to the NSTC CoS/ED.

(5) To the greatest extent possible, ensure compensatory time earned is used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs.

(6) Exercise the appropriate level of oversight and accountability by ensuring employees' T&A is properly accounted for. A proper record of the time an employee works should be retained as an official command record available for review or inspection. Traditionally, daily arrival and departure times were required to be recorded. Although it is not required that daily records be maintained, COs may choose to do so by using sign-in/sign-out seriatim or by other means. Acceptable verification methods are provided in Chapter 1.

(7) Maintain effective internal controls sufficient to ensure all time and attendance is proper, accounted for, and certified.

d. Comptroller (NSTC N8)/Financial Manager shall:

(1) Grant access to SLDCADA for users and certifiers after access requirements are complete.

(2) Monitor Compensatory Time and Travel Compensatory Time. Notify employees when balances will be paid out and/or lost.

e. Department Heads and Special Assistants shall:

(1) Identify personnel authorized to certify T&A documents. As changes occur, notify Comptroller/N8/Financial Resources of all updates and request termination of individual authority when it is no longer needed.

(2) Initiate requests for overtime and compensatory time prior to hours worked via email to the CoS/ED/CO for approval. Requests should include reason/justification for overtime or compensatory time, list of individual/s required to complete the work, date, and expected number of hours to be worked.

(3) Ensure compensatory time earned is used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs

(4) Serve as the approval authority for periods of LWOP equal to or less than eight hours. Requests for LWOP greater than eight hours will be forwarded via the chain of command to the CoS/ED for approval.

(5) Exercise the appropriate level of oversight and accountability by ensuring employees' T&A is properly accounted for. A proper record of the time an employee works should be retained as an official command record available for review or inspection. Traditionally, daily arrival and departure times were required to be recorded. Although it is not required now that daily records be maintained, Department Heads and Special Assistants may choose to do so by using sign-in/sign-out seriatim or by other means. Acceptable verification methods are provided in this instruction.

f. Supervisors/Certifying Officials shall:

(1) Receive appropriate training. Complete Certifying Officer Legislation (COL) initial and annual refresher training.

(2) Establish, approve, and monitor work schedules and shifts for each employee as required to meet the required mission as authorized by this instruction. Establish employee arrival and departure times.

(3) Ensure that overtime and/or compensatory time is worked only when properly authorized and approved. Ensure compensatory time earned is used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs.

(4) Monitor employee leave balances using SLDCADA to ensure employees have sufficient leave balances before approving leave requests. Timely advise employees with use/lose leave balances to schedule and use leave before it is lost.

(5) Review and certify biweekly, corrected, and/or supplemental T&A.

(6) Validate employee/user accesses annually. See Appendix J, for detailed guidance to assist with this annual validation.

(7) As primary certifier, designate an alternate certifier when the primary certifier is absent.

(8) Process employee T&A requests in a professional, timely, and equitable manner.

(9) Retain all supporting documentation, including seriatim sheets (if applicable) per references (d) and (e).

g. Civilian employees/self-users shall:

(1) Record actual T&A entries in SLDCADA daily and submit prior period corrections prior to the end of the pay period. Verify it is accurate by checking the Employee Verifies Time (EVT) box in SLDCADA prior to supervisor certification. Notify supervisor when time and attendance is ready for certification.

(2) Coordinate changes to shift and/or work schedule with supervisor/certifier as required.

(3) If overtime (in the form of either overtime pay or compensatory time) is officially requested by the supervisor or other management official and approved by designated authority, submit the request via SLDCADA and notify supervisor of the pending request.

(4) Coordinate leave requests with supervisor within a reasonable period of time prior to the leave being used. Leave approval is at the supervisor's discretion based on workload requirements. Submit leave requests via SLDCADA.

(5) Monitor leave balances to ensure use/lose leave and compensatory time off are used in a timely manner. Leave must be scheduled and approved in advance of being used, recognizing there may be instances when this is not possible. Schedule compensatory time off to be used within 26 pay periods to prevent payment of compensatory time earned.

(6) Submit personal payroll changes, such as changes to tax deductions, allotments, direct deposit, or home address through the appropriate offices or submit electronic changes through MyPay or the GRB Platform, formerly EBIS, which can be found at <https://www.secnv.navy.mil/donhr/benefits>.

h. Accounting Officer (NSTC N82) shall:

(1) Serve as the primary point of contact for T&A for the NSTC domain including point of contact for all Financial Improvement and Audit Readiness inquiries.

(2) Maintain functional oversight of and coordinate with multiple SLDCADA Administrators and Customer Service Representatives (CSRs). In addition to those servicing NSTC Headquarters and OTC, some Administrators and CSRs are assigned to NETPDC Accounting (N81), Pensacola FL who will administer and maintain SLDCADA functions for NROTC and CD, NROTCUs, and NJROTC Area Manager offices. Administrators and CSRs servicing NSTC Headquarters will administer and maintain SLDCADA functions for RTC as well.

(3) Serve as SLDCADA System Administrator (SLDCADA Administrator) for NSTC Headquarters.

(4) Assist the Comptroller (NSTC N8) by recommending new or updated T&A policies.

(5) Provide SLDCADA training and/or assistance to subordinate SLDCADA Administrators and CSRs as required and/or requested.

(6) Coordinate and implement software upgrades impacting NSTC.

(7) Archive supporting documentation for audit purposes per reference (h). Civilian pay records, etc., will be downloaded quarterly to ensure records are readily available for audit purposes.

i. SLDCADA Administrators shall:

(1) Serve as the primary point of contact for T&A for the command and provide general guidance and response to inquiries concerning timekeeping procedures. The SLDCADA Administrator may also be designated as the Time and Attendance Administrator (TAA) or alternate TAA.

- (2) Grant and maintain SLDCADA access including menu codes, user logins, and access rights for authorized users.
 - (3) Maintain validation and activity profile settings.
 - (4) Ensure that all documents pertaining to time and attendance are protected per references (d) and (e).
 - (5) Serve as timekeeping liaison between the command and the SLDCADA Central Design Activity (CDA) personnel.
 - (6) Ensure all certifying officials and self-users are properly trained. For certifiers, maintain signed copies of the "SLDCADA Roles Responsibilities and Security Related Responsibilities" form, "SLDCADA Access Worksheet for Certifiers," as well as mandatory initial and annual refresher COL Foundations training certificates as described in the preface.
 - (7) Inform users of software upgrades, system downtime, or changes to batch processing times.
 - (8) Troubleshoot user errors.
- j. SLDCADA Customer Service Representative (CSR) shall:
- (1) Assist and serve as alternate to the SLDCADA Administrator. The CSR may also be designated at the TAA or alternate TAA.
 - (2) Coordinate with the SLDCADA Administrator to grant user access.
 - (3) Maintain accurate employee data in SLDCADA and DCPS for assigned employees.
 - (4) Ensure records for all new employees, including work schedules, are accurate and download properly from SLDCADA to DCPS before the end of the first week of the first pay period they are on board to ensure employees are properly paid on time.
 - (5) Monitor input of T&A.
 - (6) Monitor incorrect hours and uncertified employees reports at the close of each pay period and follow-up with certifying officials until all time and attendance is EVT'd and electronically certified within the timeframe specified.
 - (7) Monitor the Unsent Prior Pay Corrections report and ensure that all prior pay corrections are certified by the close of business day each Friday.
 - (8) Ensure time and attendance has uploaded properly into Defense Civilian Pay System (DCPS) by running suspense reports such as invalid transaction and missing time reports.

(9) Maintain SLDCADA validation tables.

(10) Receive and process requests for the VLTP.

k. Time and Attendance Administrator (TAA)/Alternate TAA shall:

(1) Be appointed via delegation of authority (DOA) letter before assigning supervisory and alternate roles in SLDCADA per reference (i). This role is assigned within NSTC Headquarters and OTC only.

(2) Identify and assign the appropriate assignment of supervisors (and alternates) in SLDCADA for approving the time and attendance of assigned employees.

(3) Be familiar with (institutional knowledge), and have access to, documentation that may assist in validating supervisor assignments, including Notification of Personnel Action (SF-50) and Position Descriptions (PDs), current organization charts, performance appraisal system information, and any other relevant documentation to validate the assignment of supervisors in SLDCADA.

(4) Conduct quarterly validations of T&A supervisor assignments in SLDCADA. Post results in a Memorandum for the Record (MFR) as attestation to the completion of each quarterly validation and any required changes resulting from the validation. Quarterly validations must be signed by the TAA.

(5) Ensure prompt validation and update of supervisor assignments in SLDCADA in response to changes in personnel assignments.

(6) Retain delegation of authority letters, quarterly attestation MFRs, and all other correspondence or other artifacts that support the assignment of supervisory assignments in SLDCADA.

CHAPTER 1 ADMINISTRATION OF REGULAR TIME

1. Hours of work

a. Hours in pay period and basic work week. Civilian employees should be scheduled to work 80 hours per two-week pay period. A basic work week for General Schedule (GS) employees consists of 40 hours of work scheduled on five consecutive days, typically Monday through Friday. The two remaining non-workdays must also be consecutive.

b. Tour of duty. An employee's tour of duty within the work week is established as follows:

(1) Establishing a work schedule. Each employee must work under a work schedule approved by his/her immediate supervisor and filed with the employee's SLDCADA Administrator as soon as possible after the employee reports for the first day of duty. The supervisor and the employee must establish a written work schedule using the Employee Work Schedule form in Appendix B. The supervisor will provide a hard copy to the SLDCADA Administrator who will post it into SLDCADA and DCPS. Supervisors may establish flexible work schedules for their work unit under the procedures for alternative work schedules set forth below.

(2) Changes to work schedules. Employees may request a change to their established work schedule from their immediate supervisor; however, frequent changes to work schedules are discouraged. If approved, a new work schedule must be established as cited above. Supervisors have the right to change employee work schedules and work hours to meet mission requirements but must notify the affected employee of any changes in writing at least three days prior to the effective date of the change.

(3) Establishing duty hours. Each day they are scheduled to work, employees must work during the following core work hours, take a non-paid lunch period within flexible time period for lunch, and arrive/depart during the flexible arrival and departure periods. If mission requirements dictate and a deviation of core hours is required (on a permanent basis) to support the mission, then the supervisor must submit a written, detailed justification via the chain of command for CoS/ED or Commanding Officer approval, as appropriate. Approved changes to core hours cannot be applied to the gliding work schedule.

0630 – 0900	flexible arrival time
0900 – 1100	core work hours
1100 – 1330	flexible time period for lunch
1330 – 1500	core work hours
1500 – 1730	flexible departure time

(4) Establishing a Meal Period. Employees must schedule a lunch period between 1100 and 1330 for a minimum of 30 and a maximum of 60 minutes within the basic workday. Lunch cannot be scheduled during any other time and may not be taken at the beginning or end of the

workday to allow an employee to arrive late or leave early without charging leave. During the lunch period, the employee is in a non-pay, non-work status and may either eat lunch or engage in other personal activities. Per 5 U.S.C. 6101(a)(3)(F), breaks in working hours of more than one hour may not be scheduled in a basic workday. This limitation applies to lunch periods. When directly related to improving efficiency, a supervisor may provide employees with a reasonable rest period/break, for example 15 minutes. Employees enrolled in a command sponsored health and wellness (H&W) program may combine the lunch period with fitness activities with supervisor approval. See NSTCINST 6100.1 (series) for specific H&W program guidance.

(5) Coding H&W activities on the official timecard.

(a) Initial 90 days. Excused fitness time may be granted for the initial 90 days of an employee's H&W program. The excused fitness time may consist of up to 59 minutes per exercise period, not to exceed a maximum of three times per week of duty time at the start, middle, or end of the workday. Time should be coded in SLDCADA as LV in increments of one hour or less per absence. If employees choose to exercise in the morning, they will report to their worksite and check-in following prescribed check-in procedures prior to going to work out. If employees choose to exercise at the end of the day, they must return to their worksite to officially check out following prescribed check-out procedures. H&W activities shall not interfere with the core business hours provided above.

(b) After 90 days. Excused fitness cannot be granted after 90 days in the H&W program. If employees continue to participate, they may use leave and/or flexible hours to add time on to the end of their day (for employees on schedules which allow a flexible start and end time). Employees may choose to use annual leave, credit hours or previously earned compensatory time off, it is at the discretion of the employee. Participants may combine H&W activities with non-duty time, such as the lunch period. The total lunch period, including H&W activities, shall not exceed 90 minutes.

(c) Transformation/fitness challenges. Transformation/fitness challenge opportunities may be offered throughout the year in addition to routine H&W activities. Employees should follow guidelines outlined for each challenge period.

2. Alternative Work Schedules. The following Alternative Work Schedules (AWS) (with code definitions) are available to NSTC employees domain-wide as coordinated and approved by the supervisor. Unless otherwise noted, all schedules must comply with the core hours, lunch period, and flexible arrival and departure times noted above. Additional information on AWS can be found in the OPM Handbook on Alternative Work Schedules located at <http://www.opm.gov/oca/aws/index.asp>.

a. AWS Code 0 Not on AWS. A standard schedule which consists of five 8-hour days, 40 hours each week and 80 hours biweekly. This schedule is not considered nor does it permit work under any of the alternative work schedules, flexible or compressed.

b. AWS Code 1 Flexitour. A flexible schedule of five 8-hour days, 40 hours each week, and 80 hours biweekly. Employees select arrival and departure times subject to supervisor approval; but, once the selection is made, arrival and departure times are fixed. Credit hours are authorized. Authorized overtime is payable for work in excess of eight hours in a day or 40 hours in a week when ordered in advance by management.

c. AWS Code 2 Gliding. A flexible schedule of five 8-hour days, 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times without notification. Credit hours may be authorized by the supervisor. Authorized overtime is payable for work in excess of eight hours in a day or 40 hours in a week when ordered in advance by management.

d. AWS Code 6 Compressed. A flexible work schedule of 80 hours biweekly in less than 10 workdays. Hours in a week can vary, but the number of regular hours each workday must be scheduled. One example of a compressed work schedule is the 5-4/9 plan (see example below) under which an employee works eight 9-hour days and one 8 hour day during the bi-weekly pay period, taking the tenth day off. Employees covered by the FLSA (non-exempt) are eligible for overtime work for any hours they work outside the compressed work schedule that are permitted and may request, in writing (may be an email), compensatory time off in lieu of overtime pay. Employees on compressed work schedules are not eligible for credit hours.

Example of Compressed Work Schedule

Workweek #1

4 - 9 hour days and 1 - 8 hour day = 44 hour week

Workweek #2

4 - 9 hour days = 36 hour week

44 hours + 36 hours = 80 hours biweekly

See Appendix C of this handbook for quick reference, "Work Schedule Reference for AWS Codes" chart.

3. Recording Time and Attendance.

a. All SLDCADA users must review the policy titled "Role Responsibilities and Security Related Responsibilities" in Appendix D and indicate they have done so by signing the statement of understanding. Each employee will forward an original signed copy of the statement to their SLDCADA Administrator. The SLDCADA Administrator will retain these statements per reference (e).

b. Verification methods. Per reference (c), Volume 8, Chapter 2, a proper record of the time an employee works must be retained as an official command record available for review, inspection, or audit; therefore, supervisors must monitor and approve employee work schedules, arrival/departure times, and leave periods. Traditionally, daily arrival and departure times were required to be recorded. Although it is not required that daily records be maintained, management

may choose to do so by using sign-in/sign-out sheets or other means as cited below. In the case of electro-mechanical devices, e.g., time clocks, supervisors must gain CO approval for the purchase of the device. CoS/ED will approve/disapprove these purchases for the Headquarters Staff.

(1) Electro-mechanical device, e.g., time clock.

(2) Employee daily seriatim sign-in /sign-out sheets, such as the example provided in Appendix E, should show arrival/departure times for each employee. This type of seriatim recording requires employees to sign their name and record their time of arrival/departure in the order of arrival/departure.

(3) Employee daily entries at the bottom of the SLDCADA electronic timecard.

c. Supervisor oversight and vigilance. Supervisors must exercise oversight and vigilance to ensure proper and accurate time accounting. By certifying that each employee's time is accurate, the supervisor or the person acting under the supervisor's authority indicates that they have exercised the requisite oversight and vigilance.

d. Electronic timecard. Except as noted below, SLDCADA posts scheduled work and leave hours automatically to each employee's electronic timecard on the second Thursday night of the biweekly pay period except when holidays or other events require a different posting schedule. SLDCADA uses the work schedule on file to automatically calculate and populate each employee's electronic timecard with the regular work hours each employee was to have worked. SLDCADA also automatically posts each employee's time off for federal holidays and for leave that has been requested and approved prior to the automated posting. Employees must manually post regular and leave hours to their electronic timecards in SLDCADA in the following situations:

(1) Adjustments to reflect actual time worked. Prior to validating work hours in SLDCADA (by checking the EVT box), employees shall ensure the electronic timecard matches the hours worked. In particular, hours entered into SLDCADA must reflect the hours recorded on the time clock card or seriatim sign-in sign-out sheet, if these methods are used. This may require the employee to make a manual adjustment, especially to account for the following:

(a) Variance in work hours. While SLDCADA uses the employee's work schedule to fill out the electronic timecards, employees may need to adjust this time to reflect the time they actually worked, making corrections for days when they worked fewer, additional, or different hours than those on their submitted work schedule.

(b) Variance in lunch period. Because the daily lunch period can vary from 30 minutes to one hour, the employee must ensure that the electronic timecard in SLDCADA accurately reflects the time taken for lunch each day.

(c) Leave not yet approved. Leave that is not yet approved when SLDCADA automatically generates time and attendance files must be manually posted by the employee.

(2) Making changes. To revise the electronic timecard to reflect overtime, compensatory time, travel compensatory time, and credit hours earned, access online training at <https://www.sldcada.disa.mil/cbtCatList.do>. Click on computer based training (CBT) and follow the prompts to the courses offered.

(a) Time earned. Select the appropriate type hour code (e.g., RG for regular hours, CD for credit hours) in the “THC” column. The corresponding job order number will appear in the “JON” column. Record the number of hours per day in the corresponding column and row for the appropriate day and week. For periods of less than 60 minutes, SLDCADA will calculate time worked in hundredths of an hour. However, time is accumulated and must be taken in six-minute increments (tenths of an hour) per reference (c).

(b) Leave taken. Enter the appropriate type of leave in the “THC” column and enter the number of hours of leave in the corresponding column and row for the appropriate day and week. The corresponding JON will appear in the “JON” column. Adjust regular hours to account for the amount of leave taken. All leave will be charged in six-minute increments (tenths of an hour). Leave taken for a full day will be recorded as the number of hours the employee was scheduled to work that day according to the work schedule on file.

(3) Employees must revise their electronic timecards in SLDCADA daily, weekly, or bi-weekly to reflect the actual hours worked and any adjustments.

(4) If the employee’s available leave hours are less than the amount of leave the employee has requested, the deficiency will be converted to another type of leave available to the employee using the Leave Conversion Matrix in Appendix F.

(5) Only the default JON for each NSTC command and activity can be used for proper T&A accounting.

(6) On the last day of the biweekly pay period, employees must access SLDCADA to:

(a) Verify that the total of their regular hours worked and of their paid leave hours equals 80 hours.

(b) Verify the accuracy of any overtime, credit hours, and compensatory times worked and ensure that overtime and compensatory time requests have been completed and approved by the supervisor. Notify supervisors of any pending requests.

(c) Submit leave requests via SLDCADA for the dates, times, number of hours, and type of leave taken for all leave posted to the timecards. Notify supervisors of any pending leave requests.

(d) Ensure the In/Out section of the timecard is updated and completed to reflect actual time worked.

(e) After ensuring that the timecards for the biweekly pay period are accurate, employees must verify their time by checking the Employee Verifies Time (EVT) box on their respective timecard in SLDCADA for both weeks of the pay period and notify the certifying official that time and attendance is ready for certification.

4. Certifying time and attendance.

a. Appointment. Certifying Officials must be authorized to certify employee T&A by using the SLDCADA Access Worksheet for Certifiers. See Appendix G. An alternate certifying official shall also be designated to cover periods when the primary certifying official is away from the primary duty station. Alternates must be of equal or higher grade than employees for which they are certifying. Both the certifying official and the alternate must be in a position where they have actual knowledge of the employee's attendance. Forward all original forms to NSTC Comptroller (N8) SLDCADA System Administrator for retention.

b. When to certify. Unless otherwise directed by the SLDCADA Administrator, supervisors/certifying officials must certify employee time and attendance between the second Friday of the pay period and 1200 on the first Monday after the end of each pay period. Before certifying any timecard, each supervisor/certifying officials shall ensure the EVT box has been checked by the employee. The certifying official will certify timecards electronically by checking the space provided in SLDCADA.

c. Absence of primary certifier. When certifying officials will be absent at time of certification, they must arrange for their alternate to complete certification. Since SLDCADA is web-based, a supervisor can elect to certify their employees' time while in travel status.

d. Absence of employee. If the employee is not available to update and/or EVT his/her timecard, the certifying official will update via whatever verification methods used and certify the timecard. When the employee is available, he/she will be able to EVT the timecard or complete a prior pay correction.

e. Late certification. On the rare occasion that an employee's time cannot be electronically certified on time, the certifying official must certify the timecard electronically via SLDCADA as soon as possible.

f. Incurring additional leave or work time after certification. If an employee incurs unscheduled leave, compensatory time, credit hours, or overtime for a biweekly time period that has already been certified, he or she will enter corrected times into SLDCADA as "Prior Pay Corrections." The employee must submit leave and overtime/compensatory time requests as required. Prior pay corrections must show revised hours for affected days and must be appropriately certified. Prior pay corrections are processed by SLDCADA in the pay period in which they are certified.

g. Uncertified time and attendance. Once certification is complete and before system lock down, the SLDCADA CSR will run the "Uncertified Employees" report. CSR's will notify

certifying officials of any uncertified time and attendance and monitor the report until all time has been certified and the report is clear.

5. Records retention. Retain employee T&A records as prescribed in reference (e).

CHAPTER 2 ADMINISTRATION OF LEAVE

1. Application for Leave. Leave taken must be requested and approved via SLDCADA in six-minute increments (tenths of an hour). However, leave taken for a full day will be recorded for the number of hours the employee was scheduled to work (eight hours unless the employee is on a compressed work schedule and taking leave on a day they were scheduled to work for nine hours). All leave should be requested in advance except in the case of emergency or when circumstances arise that were unforeseeable. In such cases, employees must notify their respective supervisors as soon as possible and submit leave requests upon their return to work. Leave types are as follows:

- a. Annual leave, including advanced and restored annual leave.
- b. Sick leave, including advanced sick leave. Sick leave in excess of three consecutive days requires a medical certificate/physician's excuse.
- c. Credit hours.
- d. Compensatory time. Compensatory time is granted in lieu of, and converts to, overtime pay if not used within 26 pay periods. To the greatest extent possible, compensatory time should be used prior to annual leave, unless the annual leave is "use or lose," to prevent payment and to control civilian labor costs.
- e. Travel compensatory time.
- f. Time off awards.
- g. Court leave. Court leave requires official documentation such as a jury duty summons or subpoena as a witness.
- h. Military leave. Federal employees who are members of the National Guard or Reserve are entitled to 15 days (120 hours) of paid military leave each fiscal year for active duty, active duty for training, or inactive duty for training. An employee on military leave receives his or her full civilian salary, as well as military pay. In addition, employees who perform full-time military service as a result of a call or order to active duty in support of a contingency operation are entitled to 22 days of military leave. For this additional 22 days, the employee is entitled to the greater of his military or civilian pay, but not both. Military leave requires official military documentation such as certified copy of orders to active duty, DD214, or Leave and Earnings Statement (LES).
- i. Leave without pay. Leave without pay is addressed further in Chapter 4 of this handbook.
- j. Family and Medical Leave Act (FMLA). Covered federal employees are entitled to a total of 12 workweeks (up to 480 hours) of unpaid leave or available paid leave during a 12-month period for the birth of a child and care of the newborn, placement of a child with the employee or

adoption or foster care; care of a spouse, son, daughter, or parent with a serious health condition, or a serious health condition of the employee that makes the employee unable to perform the essential duties of his or her position. Upon return from such leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

k. Family friendly leave. Covered federal employees may use up to 104 hours (13 8-hour days) of sick leave each year to care for a family member as defined by Office of Personnel Management (OPM) regulations, to arrange for adoption of a child or to arrange for or to attend the funeral of a family member.

2. Procedures for requesting annual leave donation under the Voluntary Leave Transfer Program (VLTP).

a. An employee may donate annual leave directly to another federal employee who has a personal or family medical emergency and who has exhausted all available paid leave. There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave will be returned to the leave donor(s) when the medical emergency ends. In the event of major disasters or emergencies declared by the President, such as floods, earthquakes, tornadoes, bombings, etc., that result in severe adverse effects for a substantial number of employees, the President may direct OPM to establish an emergency leave transfer program.

b. To apply to become a leave recipient, employees must complete an Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program (OPM Form 630) and submit the form to the NSTC SLDCADA Customer Service Representative (CSR), Great Lakes, along with documentation from the physician (or other appropriate medical expert) showing the diagnosis, prognosis and duration (citing an end date) of the medical emergency/illness. The NSTC CSR will forward the form and supporting documentation to the CoS/ED for approval.

c. Once a decision is rendered, CoS/ED will return the completed form and supporting documentation to the NSTC CSR for further processing and notification of NSTC civilian employees domain-wide.

d. If an employee is interested in donating annual leave, he/she must complete a Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (OPM Form 630A) and submit the form to the appropriate SLDCADA CSR (at NSTC or at NETPDC) for further processing.

e. OPM Form 630 and OPM Form 630A can be obtained from the OPM website at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Leave-Forms>.

3. Procedures for requesting advanced annual and sick leave.

a. Advanced Sick Leave. CoS/ED and Commanding Officers may advance sick leave to an employee, when required by the exigencies of a situation, for the same reasons it grants sick leave to an employee, subject to the limitations described below.

(1) Advanced annual or sick leave will not be granted to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement.

(2) Advanced sick leave will not be granted to any temporary employee who has less than one year of service onboard NSTC or to any probationary employee.

(3) Advance sick leave will be granted up to 240 hours (30 days) to a full-time employee:

(a) Who is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth.

(b) For a serious health condition of the employee or a family member.

(c) When the employee would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by the employee's presence on the job because of exposure to a communicable disease.

(d) For purposes relating to the adoption of a child.

(e) For the care of a covered service member with a serious injury or illness, provided the employee is exercising their entitlement to the Family and Medical Leave Act (FMLA) leave to care for a covered service member.

(4) CoS/ED and Commanding Officers may advance up to 104 hours (13 days) of sick leave to a full-time employee:

(a) For received medical, dental, or optical examination or treatment.

(b) To provide care for a family member who is incapacitated by a medical or mental condition or to attend to a family member receiving medical, dental, or optical examination or treatment.

(c) To provide care for a family member who would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by that family member's presence in the community because of exposure to a communicable disease.

(d) To make arrangements necessitated by the death of a family member or to attend the funeral of a family member.

b. Advanced annual leave. At their discretion the CoS/ED and COs may advance annual leave to an employee in an amount not to exceed the amount the employee would accrue within the remainder of the leave year. Limitations:

(1) Advanced annual leave will not be granted to an employee when it is known (or reasonably expected) that the employee will not return to duty, e.g., when the employee has applied for disability retirement.

(2) Advance annual leave will not be granted to any temporary employee who has less than one year of service onboard NSTC or to any probationary employee.

(3) Before granting advanced annual leave, supervisor should consider matters such as the expectation the employee will return to duty, the need for the employee's services, and the benefits to NSTC of retaining the employee.

c. The Request for Advanced Leave form may be found in Appendix H. Employees must attach supporting documentation as indicated on the form. Submit completed form and supporting documentation to the CoS/ED or Commanding Officer for approval then route to the NSTC SLDCADA CSR for further processing.

4. Procedures for requesting restoration of forfeited annual leave.

a. Civilian employees can carry over no more than 240 hours of annual leave from one leave year to the next. Any annual leave over this amount not used by the end of the leave year is forfeited. This policy may present difficulties for employees who scheduled annual leave but were unable to take it by the end of the leave year because there was an administrative error, exigency of the public business, or sickness of the employee. Appendix I provides a mechanism for restoring any leave lost for use in the next leave year.

b. Forfeited annual leave cannot be restored unless:

(1) The annual leave was requested, scheduled, and approved in SLDCADA before the start of the third bi-weekly pay period prior to the end of the leave year.

(2) CoS/ED determines after the date of electronic approval in SLDCADA that there was an administrative error, exigency of the public business, or sickness of the employee. This authority may not be delegated.

c. An employee who elects to use compensatory time off or credit hours before using excess annual leave is not entitled to restoration of annual leave.

d. Employees should submit the Request for Restoration of Forfeited Annual Leave, found in Appendix I. Submit completed forms to the CoS/ED for approval and then route to the NSTC SLDCADA CSR for further processing.

e. An employee must schedule and use restored annual leave not later than the end of the leave year ending two years after: the date of restoration of the annual leave forfeited because of administrative error; the date fixed by the CoS/ED as the date of termination of the exigency of the public business; or the date the employee is determined to be recovered from illness or injury and able to return to duty. Additional guidance can be found at <http://www.opm.gov/oca/leave/HTML/restore.asp>.

5. Administrative leave and excused absences. See reference (b), Volume 610, for additional information.

a. It is within the administrative authority of the CoS/ED and COs to close all or part of the worksite and to administratively excuse the non-emergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building service that are potential health or safety risks. Staff health and safety are of significant concern to NSTC leadership and it is recognized that living in some geographic regions can bring challenges when it comes to these situations. To that end, the following guidance is provided:

(1) NSTC Headquarters (including NAS Pensacola location) and OTC employees:

(a) Will follow the guidance issued to personnel at their respective facility. If facility offices are closed, NSTC/OTC offices will also close; if guidance issued to personnel at these facilities is to delay the start of work or to close early, NSTC/OTC personnel will also adhere to facility guidance. Employees should monitor local AtHOC base-wide messages, Facebook and Twitter. Additionally, employees should stay in contact with their supervisors. NSTC Headquarters and OTC may determine that the risk to the safety of employees is significant enough to exceed the guidance from either base, then employees should monitor local AtHOC base-wide messages, Facebook, and Twitter and again, should stay in contact with their supervisors.

(b) If a severe weather warning or advisory is issued, for example, but there has been no closures or delays, liberal leave may be authorized. Employees may choose to use their personal leave to remain at home. While prior approval is not required, employees are required to coordinate with their supervisors to ensure their supervisor is aware of the employee's plans.

(2) NSTC NJROTC Area Manager Offices will also follow the above guidance.

(3) NROTCUs and SSOP units will follow guidance from their respective universities. Units are required to coordinate with the Deputy Commander for NROTC Operations to ensure he/she is aware of the unit's plans.

b. This authority is not intended to cover extended periods of interrupted or suspended operations that can be anticipated sufficiently in advance to permit arranging for assignment to other work or scheduling of annual leave, compensatory time earned, credit hours, or leave without pay (LWOP). In such event of these emergent circumstances, if an employee has an approved telework plan and a severe weather warning or advisory is issued, for example, civilian

employees will be authorized unscheduled telework. While prior approval is not required, employees are required to coordinate with their supervisors to ensure their supervisor is aware of the employee's plans.

c. During activity closure, for AWS, Flexitour and Gliding work schedules, full time employees are authorized eight hours administrative leave. The amount of excused absence for employees on a compressed schedule should be based on his/her typical schedule, e.g., nine hours. If the closure occurs on the day that is the employee's typical day-off, he/she has no entitlement to an additional day off.

d. Supporting documentation must be retained per guidance in reference (e). Examples of supporting documentation may include emails, university/school notifications, and official Naval messages. Periods of administrative leave of eight hours or more are required to be annotated on the electronic timecard using THC LN. Completion of a leave request is required. Employees should cite the reason for the administrative leave in the remarks block of the leave request.

e. Administrative discretion. There are numerous instances when employees are absent from their normal duties and responsibilities while performing acts or services officially sanctioned by the Command. In performing these acts or services, employees remain under management control/jurisdiction and are thus considered in a duty status. Examples of such absences include merit employment interviews within the DoD and using bargaining unit services for employees covered by union agreements (see reference (k)). Additional examples are listed below. Additional situations for which excused absence from work can be granted are listed in reference (b), Volume 630, Section 5. c. (3). Supervisors are authorized to make individual determinations that the act or service is job-related and not chargeable to leave, and to place reasonable limits, i.e., a few hours, on the length of such absences from normal assignments.

(1) Excused absence. Excused absence refers to an authorized absence from duty without loss of pay and without charge of paid leave. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties. The CoS/ED or CO may authorize 59-minute periods and should be annotated on seriatims (sign-in/sign-out) sheets, if they are being used. Periods of early release should be supported by an email notification and retained per reference (e). Brief absences of less than eight hours should not be annotated on the official timecard.

(2) Tardiness. Habitual tardiness will not be excused but shall be charged to appropriate leave or Absence without Leave (AWOL).

(3) Blood donations. Maximum excusable period is four hours.

(4) Permanent change of duty station (PCS). An employee may be excused to make personal arrangements directly related to a permanent change of station. Employees authorized PCS within the DoD may be granted excused absence before departing the old duty station and following arrival at the new duty station to accomplish personal tasks resulting from the move (e.g., to close or open personal bank accounts or to obtain driver's licenses or car tags). In similar situations, employees coming to the DoD from other federal agencies may also be granted excused

absences after the employee is placed on the DoD employment roll. This provision does not cover time involved in complying with PCS requirements such as obtaining passports and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Accomplishing tasks that are conditional to the PCS is considered to be an official duty.

(5) NSTC Headquarters policy for irregular delays at Navy base gates. Due to manpower limitations and security demands, on occasion, there have been and will be unexpected delays at the gates to Navy bases. These delays are not due to any actions by NSTC and NSTC is not in a position to take action to avoid these delays. NSTC recognizes that these unexpected delays result in personal impact to employees. Therefore, if there is an excessive delay of over 15 minutes at the base gate, supervisors are granted the authority to approve up to 59 minutes of excused absence for their employees. The amount of time approved shall equal the amount of time the employee was in line to enter the base in excess of 15 minutes and authorized by the employee's supervisor and shall be used on the same day as granted. The time shall only include the time waiting to get through the gate, time prior to getting in the line and after accessing the gate are considered normal commute times and shall not be included in the excused absence. Supervisors are directed to ensure the application of this policy is fair and equitable between employees. Employees are required to provide an honest accounting of their time waiting to access the gate. Excused absence granted by the supervisor should be annotated on the seriatim (sign-in/sign-out sheet) if they are being used. The application of this section should not be a regular and recurring event. The employee's work schedule should be adjusted to avoid consistent delays.

(6) Other situations. In other situations where the command makes a determination that the absence would benefit a bona fide Navy function, brief periods may be excused. Some examples include:

- (a) Combined Federal Campaign activities.
- (b) Equal Employment Opportunity special/ethnic functions.
- (c) Annual Navy Prayer Breakfast.
- (d) Federal Executive Board recognition luncheons and functions.
- (e) Military or civilian farewell/retirement luncheons or ceremonies.
- (f) Health benefits and wellness fairs.
- (g) Command picnics or other officially sponsored events.
- (h) Voting, where early voting is not available and when the polls are not open at least three hours either before or after an employee's regular work hours.

CHAPTER 3 ADMINISTRATION OF OVERTIME

1. Overtime and Compensatory Time.

a. Overtime and compensatory time will be held to the absolute minimum and limited to those cases in which the mission clearly requires the commitment of personnel and funds. Consistent command level attention is needed to ensure compliance with overtime and compensatory time policies. Overtime will be limited to cases of necessity, such as emergencies, safeguarding life and property, or where the Commanding Officer can demonstrate that the overtime or compensatory time work cannot be accomplished during normal working hours.

b. Personnel management practices such as shift work, reassignments, and temporary details will be used to the maximum extent possible to preclude the requirement for overtime and compensatory time.

c. Overtime, to include compensatory time, travel compensatory time, and holiday work, must be requested by the employee in advance and must be approved in advance by the supervisor via the SLDCADA overtime request option. The request should include dates, number, and type of hours to be worked. Approvals in SLDCADA must be supported by an approval, e.g., email, from the CoS/ED or O-6 Commanding Officer approval authority. The supervisor must enter a justification statement in the "Remarks" block of the SLDCADA overtime request to explain the necessity and citing the email authorization. The justification should clearly identify the type of work to be performed. Employees should work only the number of hours approved. However, they may work fewer hours than those approved if the work is completed in less time. If additional time is needed, supervisors should contact the CoS/ED or O-6 Commanding Officer to gain approval. In the event advanced written approval is not possible, attempts shall be made to obtain verbal approval.

d. Fair Labor Standards Act (FLSA) non-exempt employees may elect to be paid overtime or may request compensatory time in lieu of receiving overtime pay. To use this option, non-exempt employees must submit an email/written statement that they are requesting compensatory time in lieu of receiving overtime pay. Documentation must be retained per reference (e). To determine if an employee is non-exempt, refer to the "Employee Edit" report in SLDCADA by clicking on the employee's name, then clicking on the "Employee Edit" tab. If an employee is non-exempt, an "N" will appear at the "FLSA Indicator." If the employee is exempt, an "E" will appear.

e. To the greatest extent possible, ensure compensatory time earned is used within 26 pay periods to prevent payment of compensatory time earned and to control civilian labor costs. Defense Civilian Pay System (DCPS) will age compensatory time hours earned by pay period and identify when this compensation will be paid. Comptroller/N8 will monitor Compensatory Time and Travel Compensatory Time balances and notify employees when balances will be paid out and/or lost.

2. Credit Hours

a. Description. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work day requirement under a flexible schedule. Employees under a compressed work schedule are not eligible to work credit hours. Credit hours are distinguished from overtime and compensatory time in that they do not constitute overtime work, which is officially ordered and approved in advance by management. They provide employees and supervisors additional flexibility by allowing occasional variation from the basic work schedule to meet an employee's personal needs or workload requirements.

b. The maximum number of credit hours that may be carried over from one pay period to the next is 24 hours for a full time employee. Any amount over 24 hours will be forfeited.

c. Authority to accrue credit hours. Employees may not earn and use credit hours in the same day. Time cannot be charged against credit hours until credit hours have been earned. The employee receives no additional pay for credit hours when hours are credited to their account. Credit hours are paid, however, at the employee's current hourly rate of pay when the employee is no longer subject to a flexible work schedule program or transfers to another employing activity. Employees may earn credit hours on Saturday or Sunday, however, credit hours are not regularly scheduled. Employees must post earned credit hours to their electronic timecard.

d. Authority to accrue credit hours during travel. All of the following conditions must be met to allow an employee to earn credit hours while in a travel status:

(1) The employee must be under a flexible work schedule.

(2) The employee must perform work within designated hours when credit hours may be earned under NSTC's flexible work schedule policy.

(3) The employee must elect to perform the work voluntarily.

(4) The hours of work must be in excess of the basic workday requirement for the employee.

(5) Travel must be scheduled during the regularly scheduled working hours for the employee to the maximum extent practicable.

e. Authority to use credit hours. Employees may use credit hours in lieu of scheduled work time with prior approval of the supervisor. To use credit hours, employees must submit a leave request via SLDCADA. If approved prior to the pending pay period, the approved use of the credit hours will automatically post to the employee's electronic timecard in SLDCADA.

3. Compensatory Time for Travel

a. Travel compensatory time is earned by an employee for time spent in an official and authorized "travel status" which is not otherwise "compensable." Compensable refers to the

periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement. For the purpose of compensatory time off for travel, time in a "travel status" includes:

- (1) Time spent traveling between the official duty station and a temporary duty station.
- (2) Time spent traveling between two temporary duty stations.

(3) The "usual waiting time" that precedes or interrupts such travel (e.g., waiting at an airport or train station prior to departure). An "extended" waiting period (i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes) is not considered time in a travel status.

b. Commuting time. Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, the employee's normal home-to-work/work-to-home commuting time must be deducted from the creditable travel time. Travel outside of regular hours between a worksite and a transportation terminal is creditable travel time and no commuting time offset applies. Travel outside of regular working hours to or from a transportation terminal within the limits of the employee's official duty station is considered the equivalent to commuting time and is not creditable travel time.

c. Credit and use. Compensatory time off for travel is credited and used in six-minute increments (one-tenth of an hour). Supervisor approval is required to both earn and use travel compensatory time. Within five working days after returning to the official duty station, the employee must submit a travel itinerary or any other documentation acceptable to the supervisor, in support of a request for compensatory time for travel.

d. Forfeiture. Compensatory time off for travel is forfeited if not used within 26 pay periods, or upon voluntary transfer to another agency, or upon movement to a non-covered position, or upon separation from the federal government. Employees receive no payment for unused travel compensatory time. Comptroller/N8 will monitor travel compensatory time balances and notify employees when balances will be lost.

e. Approval and use. Employees must request authorization to accrue compensatory travel time via SLDCADA before they commence travel if it is known that travel compensatory time will be required. Because there is no specific compensatory travel time request option in SLDCADA, employees should make the request using the overtime request option. Employees must enter a justification statement in the "remarks" block to explain the necessity for travel outside their regular work hours. If the employee's travel is delayed for reasons outside his or her control, the employee shall request any additional hours accrued via a new SLDCADA request, including a note in the remarks block explaining the reason for the delay. When posting time to the electronic timecard, the employee should make all needed corrections, adding additional travel compensation time or deleting time to compute the actual hours of travel compensation time they accrued.

CHAPTER 4 ADMINISTRATION OF LEAVE WITHOUT PAY

1. Leave without pay. Leave without pay (LWOP) is a temporary non-pay status and absence from duty. LWOP covers only those hours which an employee would otherwise work or for which pay is authorized. It does not include non-pay status on days for which an employee would be paid on an overtime basis and does not include days on which an employee is not scheduled to work. The permissive nature of LWOP distinguishes it from Absence without Leave (AWOL). AWOL is an absence from duty in a non-pay status when the employee has failed to obtain advance authorization to be absent and the supervisor has subsequently determined that no leave of any type (including LWOP) can be granted. Excessive AWOL may be grounds for disciplinary action.

2. Entitlement. Authorizing LWOP is a matter of command discretion. An employee cannot demand that LWOP be granted as a matter of right. Some employees have an entitlement to LWOP in the following situations: employees invoking the FMLA; disabled veterans obtaining necessary medical treatment; civilians under the Uniformed Services Employment and Reemployment Rights Act when employment is interrupted by a period of service in the uniformed service (employees who are Reservists or National Guardsmen and are performing military service); employees who are receiving compensation from the Department of Labor.

3. Criteria for granting LWOP. Each request for LWOP should be examined closely. Consideration should be given to whether or not the services of the employee can be spared without detriment to work assigned. Other matters to be considered in the decision of whether or not to grant a LWOP request are:

- a. Whether there is a reasonable expectation that the employee will return to duty at the end of the approved period.
- b. Encumbrance of a position.
- c. Retention of a desirable employee.
- d. Ability to return employee to the position at the end of the approved LWOP period.

4. Requests for extended LWOP. The following not necessarily all-inclusive list provides examples when, barring other compelling factors (including those listed above), extended leave without pay may be approved:

- a. For educational purposes when the course of study or research is related to the work of the activity and its completion would be in the activity's best interests.
- b. For temporary service with a non-Federal public or private enterprise, when there is a reasonable expectation that the employee will return and when one or both of the following will result:

(1) The service to be performed will contribute to the public welfare.

(2) The experience to be gained by the employee will serve the command's interest.

c. For recovery from illness or disability not of a permanent or disqualifying nature, when continued employment or immediate return to employment would threaten the employee's health or the health of other employees.

d. To protect the employee's status pending final action by OPM on a claim for disability retirement after all sick and annual leave has been exhausted. It is the policy of the Department of the Navy that activities will, without exception, grant LWOP up to one year pending final action by the Office of Workers' Compensation on employment connected in injury or disease.

e. So the employee can participate in programs in which the federal government is participating or is encouraging participation (e.g., Peace Corps volunteers).

f. To serve on a temporary basis as an officer or representative of a union representing federal employees.

g. Where the employee is a family member of transferring military or federal civilian personnel and has requested LWOP to seek employment at the new location. Such family members will be advised by supervisors of their entitlement to request 90 days LWOP prior to separation incident to the transfer of their military or federal civilian sponsors. LWOP will be granted only when the family member expresses intent to seek federal employment at the new location and the family member's work performance has been satisfactory so as to permit continued federal employment. The term "family member" means any federally employed family member whose separation is incident to the transfer of a military or federal civilian sponsor.

5. Length. Except in exceptional circumstances when the benefit to the Navy far outweighs any detriment resulting from an extended absence or when the LWOP is requested so the employee can participate in a federal program which requires a commitment of more than one year (e.g., Peace Corps volunteers), LWOP will not be authorized initially for any period of more than 52 calendar weeks even when it is known in advance that the period of absence may exceed one year. Unless the LWOP fits into one of the above two categories, the employee must make a timely written request sufficiently in advance of the end of the approved LWOP period asking that the approved period be extended to a date certain in the future. The request will be assessed under the criteria set forth in this chapter.

6. Impact on federal employment and retirement benefits. Employees seeking extended LWOP should consider its impact on their creditable service and qualification for such federal benefits as retirement, health and life insurance, leave accrual, within-grade increases, and severance pay. For a list of all potential impacts, employees should refer to the OPM Fact Sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/> as well as the NSTC N1, Manpower Office.

7. Approval Authority. Refer to the Roles and Responsibilities section of the basic instruction for varying levels of LWOP approval.

8. Requesting and documenting LWOP.

a. Employees must submit requests for LWOP along with supporting documentation in the form of a letter or memorandum indicating the reasons for making the request. The request will be submitted through the chain of command to the appropriate level of approval authority. The application must be endorsed by intermediate levels to indicate recommendation for approval/disapproval and why. If appropriate, an SF-52 may be attached as supporting documentation. If the purpose of the LWOP request is for recovery from illness or injury, the employee must attach supporting medical documentation that notes why that specific amount of time is required. If the request is to pursue education, evidence of acceptance at a college/university must be attached including the course list of subjects being taken. If the request is approved, the employee must use the leave request option in SLDCADA to request specific periods of LWOP.

b. Once LWOP exceeding 30 days is approved, NSTC N1 will prepare a Request for Personnel Action (RPA) and will submit it to the Human Resources Office (HRO). HRO will process the RPA and generate an SF-50. Upon return from a non-pay status, the employee will notify NSTC N1. NSTC N1 will process another RPA and forward it to the HRO to restore the employee to work and pay status.

1. This handbook can be used as a ready reference and desk guide. It localizes federal and Navy specific policy for civilian T&A provided by references (a) through (k).

- a. SLDCADA Documentation located at <https://www.sldcada.navy.mil/home.do>.
- b. DoDI 1400.25, Civilian Personnel Management, Volumes 610 and 630
- c. DOD 7000.14-R, DOD Financial Management Regulation, Volume 8, Chapters 2 and 5; Volume 5, Chapter 5; and Glossary
- d. SECNAVINST 5211.5 (series), DoN Privacy Program
- e. ASN(FM&C) memo of 29 Jan 15, Revised Document Retention Requirements to Support DoN Financial Statement Audits
- f. NSTCINST 6100.1 (Series), Health and Wellness for Civilian Employees
- g. NSTCINST 1035.1 (Series), NSTC Telework Policy
- h. BUPERS Document Retention Requirements and Methodology Guidance (for repository of documents)
- i. ASN (FM&C) memorandum of 23 Jun 17, Supervisory Time and Attendance Approval
- j. BUPERS (BSO-22) Standard Operating Procedure: For Validation of Supervisor Assignments in SLDCADA
- k. Negotiated Multi-Unit Agreement between NSTC et al. and AFGE Local 2326 (current version refers)

Further website resources can be found at:

<https://www.opm.gov>

<https://www.tsp.gov>

<https://www.sldcada.navy.mil/home.do>

<http://www.secnav.navy.mil/donhr>

<https://www.secnav.navy.mil/donhr/benefits> (use GRB Platform, formerly EBIS)

<https://www.federalsoup.com> (for copies of the annual Federal Employees Almanac)

EMPLOYEE WORK SCHEDULE

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § 6101 (Authorizing Establishment of Basic 40-hour Workweek, Employee Work Schedules and Issuance of Implementing Regulations); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to establish your work schedule.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to establish your hours of work and, therefore, to certify your hours worked for payment.

SSN:		NAME				ACT/UIC:		SHOP:	
EFFECTIVE DATE:			T&A STATUS CODE:			AWS CODE:			
	SUN	MON	TUE	WED	THU	FRI	SAT		
WK1 *									
SHIFT **									
Lunch ***									
NGT DIFF									
WK2 *									
SHIFT **									
Lunch ***									
NGT DIFF									

* For WK1 and WK2 enter number of hours worked per day

** For shift, enter schedule (e.g. 0730-1600)

*** Identify a lunch period for minimum of 30 (.5) minutes and a maximum of 60 (1.0) minutes.

STANDING JOB ORDER:

EMPLOYEE IS AUTHORIZED TO RECEIVE CREDIT HOURS YES NO

ADDITIONAL COMMENTS:

SUPERVISOR SIGNATURE:

DATE SUBMITTED:

PREVIOUS EDITION IS OBSOLETE.

Work Schedule Reference for AWS Codes											
Alternate/Compressed Work Schedule Code	0	1	2	3	4	5	6	7	8	D	E
Flexible Work Schedule		X	X	X	X	X		X		X	X
Compressed Work Schedule							X		X		
Neither Compressed nor Flexible	X										
Credit Hours authorized		X	X	X	X	X		X		X	X
Credit Hours not authorized	X						X		X		
FLSA weekly	X	X	X	X				X	X	X	X
FLSA bi-weekly					X	X	X				
Set daily work schedule	X	X	X				X		X		
40 hours weekly – input to each Saturday				X				X			
80 hours bi-weekly input to second Saturday					X	X				X	X
Status code will allow time and attendance to be generated	X	X	X				X		X		
Holiday and Sunday hours payable > 8							X		X		
Emergency time will be generated	X	X	X				X		X		
Schedule calls for five 8 hour days	X	X	X								
Schedule may have < 5 workdays per week				X		X	X	X	X		X
Schedule has core time 5 days per week, but hours are not limited to 8					X					X	
Fixed arrival time	X	X									
Variable arrival/departure time			X	X	X	X	X	X	X	X	X
Length of work day may exceed 8 without overtime					X	X		X		X	X
Worksheets may contain different amounts of hours							X				
System may project holiday forward or back to fit schedule	X	X	X								
In lieu of holiday must be 4 days either side				X	X	X		X		X	X
Holiday may be any day in pay period, prior pay period or next pay period							X		X		
The policy for work schedule rules is based on OPM guidelines which can be found at http://www.opm.gov/oca/worksch/index.asp											

SLDCADA Role Responsibilities, and Security-Related Responsibilities

1. Laws and Policies Governing Protection of Personal Information

1.1. Public Law 93-579, U.S.C § 552a

— Privacy Act of 1974

- Virtually all data within SLDCADA contains sensitive but unclassified (SBU) information that is subject to protection from disclosure under the Privacy Act of 1974.
- Examples of privacy information not releasable to public:
 - Date of birth
 - Home address
 - Home telephone no.
 - Home e-mail
 - Net salary
 - Deductions
 - Debts
 - Leave balance
- SLDCADA accounts are issued for the performance of official duties only. Any other use is strictly prohibited.
- Users cannot certify their own records.

1.2. Freedom of Information Act

- Enacted in 1966 to provide universal access to official information
- Categories that are exempt from FOIA:
 - Classified information
 - Internal rules and practices
 - Information denied by other specific withholding statutes
 - Trade secrets and commercial or financial information given in confidence
 - Intra- and interagency communication
 - Personal information protected by the Privacy Act
 - Investigative information compiled for law enforcement
 - Reports on financial institutions

1.3. PKI Policy

- DOD requires that private Web servers enforce PKI on 1 April 2004.
- DOD employees and their contractors need either soft certificates (on a floppy) or CAC.
- All DoN commands and personnel obtain CAC-based PKI certificates
 - Sign and encrypt e-mail
 - Access to private Web servers
 - Cryptographic based network logon
 - Includes military, civilian, and eligible contractors

2. User Responsibilities

- Safeguard sensitive but unclassified (SBU) and Privacy Act data
- Log off when finished
- Protect the computer screen from casual observers
- Destroy reports (shredding or burning)
- Secure reports in an NSA-approved container
- Don't share information with anyone who doesn't have a need to know

SLDCADA Role Responsibilities, and Security-Related Responsibilities

2.1. Terminal User Responsibility

- Protect your password; do NOT write it down and do NOT divulge it to anyone.
- Use only the user ID and password you were assigned.
- Protect your keyboard and screen while entering your password.
- Do not leave your terminal unattended while logged into SLDCADA. Instead, log off or lock your terminal.
- You are responsible for protecting and maintaining any information used or stored in your accounts, to the best of your ability.

3. Agencies' policies control Time and Attendance (T&A), ensuring that data:

- Is recorded promptly, completely, and accurately
- Reflects actual work performed and leave taken
- Is sufficiently detailed to allow certification
- Complies with legal requirements
- Is supported by recorded evidence of supervisor review and approval

4. Roles and Responsibilities

Integrity of T&A recorded depends on conscious oversight of supervisors, timekeepers, certifiers, or other approving authority. Below are listed some of the default roles used in the SLDCADA application and role-related responsibilities.

4.1. Self-User Responsibilities

- Record T&A and review to ensure accuracy and completeness prior to certification.
- T&A should be approved at the end of the last day of the pay period or later.
- Notify Certifier when T&A is available for certification.
- Generate SLDCADA reports:
 - Incorrect Hours

4.2. Timekeeper Responsibilities

- T&A should be approved at the end of the last day of the pay period or later.
- Official most knowledgeable of time worked should approve overtime and/or clocks.
- Record work schedule, shift, and predetermined JON changes.
- Record T&A and review to ensure accuracy and completeness prior to certification.
- Notify Certifier when T&A is available for certification.
- Enter prior pay adjustments.
- Notify Certifier when prior pay is available for certification.
- Generate SLDCADA reports:
 - Incorrect Hours
 - Unsent Prior Pay Corrections (v22: Pending Prior Pay Corrections)

SLDCADA Role Responsibilities, and Security-Related Responsibilities

4.3. Certifier Responsibilities

- Review time for assigned employees to ensure accuracy.
- Correct incorrect time or refer to employee/ Timekeeper.
- Certify time.

- Enter/certify prior pays.
- Maintain Primary/Alternate Timekeepers and Alternate Supervisors.
- Generate SLDCADA reports:
 - Incorrect Hours
 - Unsent Prior Pay Corrections (v22: Pending Prior Pay Corrections)
 - Uncertified Employees

4.4. Customer Service Representative Responsibilities

- Maintain employee data (e.g., shop and supervisor assignment).
- Coordinate with SLDCADA Administrator to grant user access.
- Maintain work schedule codes.
- Maintain SLDCADA validation tables.
- Monitor input of T&A.
- Generate SLDCADA Reports:
 - Centralized:
 - Incorrect Hours
 - Civilian Employee Additions (v22: Employee Additions)
 - Civilian Employee Changes (v22: Employee Changes)
 - Civilian Employee Deletions (v22: Employee Deletions)
 - Civilian MER Load Errors (v22: Error/Batch Employee Messages)
 - Decentralized:
 - Incorrect Hours
 - Uncertified Employees
 - Civilian Employee Additions (v22: Employee Additions)
 - Civilian Employee Changes (v22: Employee Changes)
 - Civilian Employee Deletions (v22: Employee Deletions)
 - Civilian MER Load Errors (v22: Error/Batch Employee Messages)
- Generate DCPS T&A Reports to verify acceptance of time by DCPS:
 - Invalid Transaction Report
 - Missing Time Report
- Generate DCPS Retro Reports:
 - Invalid Transaction Report
 - Conversion of Hours

SLDCADA Role Responsibilities, and Security-Related Responsibilities

4.5. SLDCADA Site Administrator Responsibilities

- Provide first line of defense for questions/problems.
- Maintain SLDCADA access.
- Restore access when users have moved shops.
- Unlock accounts.
- Maintain SLDCADA System News and Customer Service Message windows.
- Maintain Validation and Activity Profile settings.
- Assign Primary/Alternate Timekeepers and Alternate Supervisors.
- Coordinate with Yorktown operations for batch schedule changes.
- Inform SLDCADA users of software upgrades, system downtime, or changes to batch processing times.
- Only system administrators and a very few trusted users have full system privileges. Users who demonstrate both a need for full system privileges and an understanding of the responsibility that goes along with it might also have such privileges. Non-system administrators who share full system privileges with system administrators agree to guidelines such as notifying the system administrator of most changes made while using full system privileges.
- When notified by the user's chain of command, the system administrator will terminate employee access to SLDCADA immediately.

5. More information

For additional information, please visit the following Web sites:

- **Maintaining Effective Control Over Employee Time and Attendance Reporting (on GAO Web site):** <http://www.gao.gov/new.items/d01186g.pdf>
- **Freedom of Information Act:** <http://www.defenselink.mil/pubs/foi/>
- **PKI:** <https://infosec.navy.mil/PKI> www.defenselink.mil/nii/org/sio/ia/pki.html
<http://dodpki.c3pki.chamb.disa.mil>
- **CAC:** www.dmdc.osd.mil/smartcard <https://es.cac.navy.mil>

**SLDCADA Role Responsibilities, and
Security-Related Responsibilities**

I have read and understand the descriptions of the roles and responsibilities and security policy information contained within the attached document. I acknowledge and agree to use all SLDCADA's systems in accordance with the terms outlined in this document. I understand that failure to comply with these policies may result in revocation of my access to SLDCADA online records systems, adverse action, and/or civil or criminal liability under applicable laws.

Signature

Name (Printed)

Department/Organization

Date

- Your Role**
- Self-User
 - Timekeeper
 - Certifier
 - Customer Service Representative
 - SLDCADA Site Administrator

User Contact Information	
SLDCADA User ID:	_____
Instance Name:	_____
Phone Number:	_____
Email Address:	_____

Leave Conversion Matrix

If the hours available to an employee are insufficient to cover the hours used or requested, the precedence for charging the excess is as follows:

TYPE OF HOURS USED OR REQUESTED	COMP TIME *	ANNUAL LEAVE WITH USE OR LOSE	ANNUAL LEAVE WITH NO USE OR LOSE	RESTORED LEAVE (OLDEST ACCOUNT FIRST)	LEAVE WITHOUT PAY	CREDIT HOURS	DONATE LEAVE FOR FAMILY	DONATED LEAVE FOR EMPLOYEE	REIN- STATED LEAVE
ANNUAL LEAVE	1			2	6	5	4		3
SICK LEAVE	2	1	5	3	8	7		6	4
COMP TIME		1	4	2	6	5			3
MILITARY LEAVE	2	1	5	3	7	6			4
RESTORED LEAVE**	2	1	4		6	5			3
TRAUMATIC INJURY (COP)					1				
MILITARY LEAVE FOR LAW ENFORCE- MENT	2	1	5	3	7	6			4
HOME LEAVE	2	1	5	3	7	6			4
SHORE LEAVE	2	1	5	3	7	6			4
EDUCATORS LEAVE***					1				
REINSTATED LEAVE	2	1	4	3	6	5			
CREDIT HOURS	2	1	5	3	6				4
PGS INCENTIVE					1				
TIME OFF AWARDS****	2	1	5	3	7	6			4
ANY PURPOSE LEAVE					1				

If no hours are available, LWOP should be charged.

- * The oldest compensatory time within the 26 pay period limitations will be charged first, then any grandfathered compensatory time in the separate time account, if available.
- ** All restored leave account balances will be used prior to converting to annual leave.
- *** Educators leave converts directly to LWOP. Usable annual leave that is grandfathered is kept manually.
- **** This conversion occurs if the payroll office has not received notification of the granting of the award within two pay periods after the usage.



SLDCADA Access Worksheet for Certifiers

LAST NAME, FIRST NAME, MI		SOCIAL SECURITY NUMBER (Complete for Military Certifiers Only)	PAY GRADE
OFFICE PHONE NUMBER	DEPARTMENT/DIVISION		EMAIL ADDRESS
PLEASE CHECK ONE <input type="checkbox"/> PRIMARY CERTIFIER <input type="checkbox"/> ALTERNATE CERTIFIER	ARE YOU REPLACING A CERTIFIER? <input type="checkbox"/> YES If yes, who? _____ <input type="checkbox"/> NO	SUPERVISOR ASSIGNMENT GROUP(S) _____ _____ _____	

Authority, Title 5 U.S.C., S 4103 & EO937. The information contained in a completed worksheet is sensitive and is subject to the Privacy Act. The requested information is intended for use by the SLDCADA Administrators for establishing user accounts. All efforts should be made to ensure that this information is protected. This includes not distributing a completed worksheet, or information from a completed worksheet, via an unencrypted email, regardless if the email is sent over a secure DoD network.

21 Feb 2020

ADVANCED LEAVE REQUEST FORM

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § § 6302(d) (Authorizing Advanced Annual Leave) and 6307(d) (Authorizing Advanced Sick Leave); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to consider your request for advanced leave.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to authorize you to receive advanced leave.

PART I: TO BE COMPLETED BY REQUESTING EMPLOYEE

EMPLOYEE'S NAME (Last, First, Mi)

TYPE OF LEAVE REQUESTED:

PERIOD OF LEAVE REQUESTED:

NUMBER OF HOURS REQUESTED:

(Advanced sick leave must have an attached doctor's statement, stating the nature of illness or incapacitation and dates employee cannot work.

FROM:

TO:

EMPLOYEE SIGNATURE:

DATE OF REQUEST:

PART II – SUPERVISORY RECOMMENDATION ON APPROVAL OF REQUESTED LEAVE

APPROVED

DISAPPROVED

SIGNATURE AND DATE

IMMEDIATE SUPERVISOR:

DEPARTMENT HEAD:

CHIEF OF STAFF/COMMANDING OFFICER

COMMENTS:

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

Authority: Authority to request this information is found in: 5 USC § 301 (Authorizing Forms and Regulations); 5 USC § 6302(f) (Authorizing Annual Leave Restoration); and E.O. 9397 (Use of Social Security Numbers).

Principal Purpose(s): The information you provide will be used to consider your request for restoration of forfeited annual leave.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to consider or grant you restoration of your forfeited annual leave

DISTRIBUTION CODE:

DATE:

FROM:

EMPLOYEE NAME:

DEPARTMENT/SHOP:

TO:

CHIEF OF STAFF:

VIA:

IMMEDIATE SUPERVISOR:

DEPARTMENT HEAD:

SUBJ:

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

REF:

(a) 5 U.S.C. 6304(d)

In accordance with the provisions of reference (a), it is requested that _____ hours of excess annual leave forfeited at the end of calendar year _____ be restored.

Above annual leave was forfeited due to the following reason(s): (list circumstances)

ADMINISTRATIVE ERROR:

EXIGENCIES OF PUBLIC BUSINESS:

SICKNESS:

OTHER:

EMPLOYEE SIGNATURE :

SSN:

APPROVED

DISAPPROVED

SIGNATURE AND DATE:

IMMEDIATE SUPERVISOR:

DEPARTMENT HEAD:

CHIEF OF STAFF:

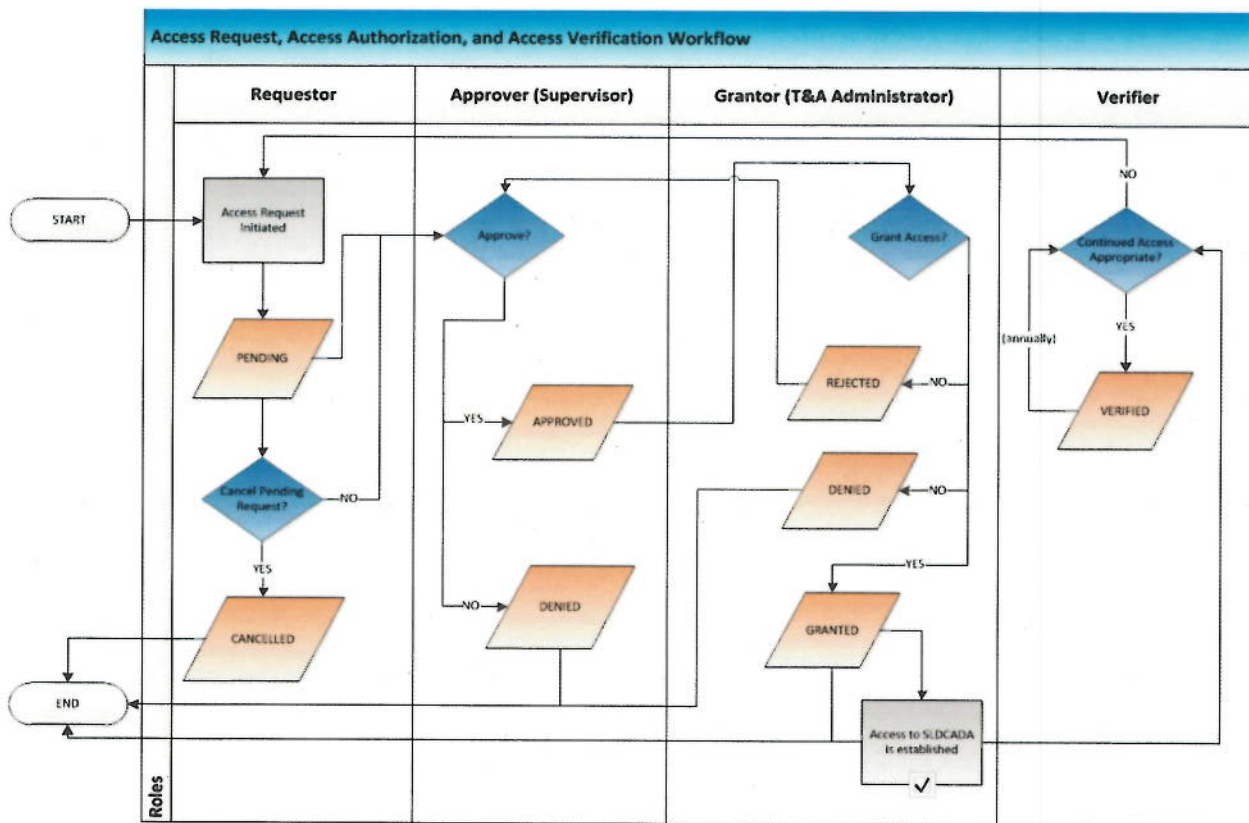
COMMENTS:



How to Complete the Annual User Account Verification

All SLDCADA user accounts must be reviewed and verified annually by an approved supervisor/alternate certifier (aka verifiers) at their respective commands to ensure their level of access is correct and appropriate to their needs. The user account verification process is depicted below.

USER ACCESS REQUEST AND VERIFICATION PROCESS



Supervisors/verifiers are notified via the **My Admin Tasks** section of the Control Center when verification tasks exist. Verification is performed on the **User Profile** or **User Profile Mass Updates** screen. Verifiers cannot verify themselves or users for whom they were the most recent grantor; therefore, each site should designate at least two verifiers to ensure complete coverage. Alternate certifiers will be assigned as the second verifier.

The **My Admin Tasks** section on the left-hand side of the screen in the Control Center, contains links that give supervisors a single-click access to the access verification function. **My Admin Tasks** is only displayed for users who are able to perform one or more of the functions listed. These links are also available under **Admin** and **My Admin Tasks** on the Menu Bar.

 **My Admin Tasks - Pending Tasks** ▲

[Approved Access Requests \(0\)](#)

[Access Verification \(10\)](#)

[Pending Privileged Access Requests \(0\)](#)

[Privileged Access Verification \(9\)](#)

[Unblock Requests \(0\)](#)

Select the Access Verification link to view user accounts which are awaiting verification. This link will open the **User Profile** or **User Profile Mass Updates** screen. Click on **User profile Mass Updates** to perform annual user verification.


A list of assigned employees will appear. Scroll over to the “Verify Access” column. Click on the box. “Verifier Name,” “Verified Date Time,” and “Next Verification Due Date” columns will update to reflect a completed verification. Perform this step for each employee until all assigned employees are verified.

Field	Login Blocked	Verify Access	Verify Privileged Access
Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value			
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Clear Criteria</div> Summary :			
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Apply Updates</div>			

Status for user verification is shown using icons described below.

ICON

Green checkmark 

Red X 

Yellow Warning 

DESCRIPTION

The user account has been verified within the last year.

The user account is unverified.

The user account is due for verification within the next 30 days.