



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12630.3C
(N6)
09 MAY 00

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 12630.3C

From: Commander, Naval Training Center, Great Lakes

Subj: MORALE, WELFARE AND RECREATION (MWR) NON-APPROPRIATED
FUND (NAF) EMPLOYEE TIMEKEEPING ADMINISTRATION

Ref: (a) BUPERSINST 5300.10
(b) SECNAVINST 5300.22C
(c) MWRDEPTSOP 15C; Nonappropriated Fund Leave Administration
(d) Federal Employee Family Medical Leave Act (FEFFLA)
(e) Family and Medical Leave Act of 1993

Encl: (1) Work Schedule Example
(2) MWR Employee Daily Sign-In/Out Sheet
(3) Overtime/Compensatory Time Request and Authorization Example (NAVCOMPT Form 2282)
(4) Decimal Equivalents Minute Chart
(5) Time Card Example

1. Purpose. To promulgate departmental regulations concerning scheduling and recording NAF employee time and attendance in accordance with references (a) through (e).

2. Cancellation. NTCGLAKESINST 12630.3B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Policy. This instruction applies to all MWR (NAF) employees regardless of position title or grade. There are no exceptions. To ensure that payroll is accurately computed the following requirements must be completed:

a. Work Schedule

(1) The work week is from Monday through Sunday; pay is computed bi-weekly.

(2) Branch Managers will prepare an employee work schedule (enclosure (1)) in advance and post it in a prominent place in their facility. In addition to the time cards, managers will also turn in the reconciled employee work schedule from their facility.

(3) It is the employee's responsibility to know and abide by the work schedule. Any changes to a schedule must be approved, in advance, by the immediate supervisor so that another employee can be notified to work.

(4) At the end of each pay period, managers will match the work schedule to the record of actual hours worked as shown on the time card and will submit to Payroll a reconciled copy of the

posted work schedule, in addition to the completed time card.

b. Recording Time. Branch Managers will provide those employees who punch a time clock with a time card which they will utilize at the time clock in their immediate facility. Any facility not having a time clock will use the seriatim timekeeping method. Time recorded on the Employee Daily Sign-In/Out sheet (enclosure 2) must be transferred (hand written) onto a time card and both the sign-in/out sheet and time card turned into payroll. Administration and maintenance of time clocks will reside with the MWR Facilities Branch. The keys to all MWR time clocks will be maintained under custodianship of the MWR Facilities Branch located in Building 154.

(1) Time Clocks. Non-exempt employees are not to punch in more than five minutes before their scheduled starting time, and must punch-out immediately upon completion of scheduled work hours or when instructed to do so by authorized authority. Employees are not authorized to punch-in/out on any time card other than their own. Employees who do not punch-in/out as directed or who punch-in/out on any time card other than their own are subject to disciplinary action. Since punching errors may result in miscalculation of salary, all errors must be reported to the supervisor as soon as possible after occurrence and necessary changes must be initialed and dated by supervisor and employee. In the event of a time clock malfunction, the provisions for Seriatim Timekeeping as stated in the following paragraph will be implemented until the time clock is repaired. These periods should be very short in duration.

(2) Employee Daily Sign-In/Out Sheets. All personnel who do not punch-in/out on a time clock will sign-in/out on enclosure (2) located in their designated location. These sheets are designed to reflect the order and time of arrival and departure for each employee.

c. Lunch Breaks. All employees working six or more hours a day normally shall have a regular meal period of not less than one-half hour that must be included in the employee's regular schedule. This meal period is not creditable for time or pay and the employer may not infringe upon this time in any manner. The employee may not remain on the job during this period. The only exceptions to this requirement are those isolated positions where it is not practical to provide a replacement for the employee during the lunch period and then only with the expressed written approval of the Division Director. If no lunch break is taken due to the impracticality of providing a replacement, the lack of a lunch hour must also be recorded on the time card.

d. Overtime/Compensatory Time and Annual Leave shall not be scheduled in the same pay period unless approved in advance.

(1) Overtime. Any authorized work beyond the basic eight (8) hour day or 40-hour week (depending on the employee's specific pay system) is considered overtime for NON-MANAGEMENT employees. In determining actual hours worked for "NF" pay band and "GSE" employees, paid absences (e.g., holidays, annual and sick leave, administrative

leave, military leave, court leave, etc.) are not considered actual hours worked and consequently, are not credited toward meeting the 40-hour threshold for overtime compensation. The overtime rate is 1 1/2 the regular rate of pay. "NF" pay band (NON-MANAGEMENT) and "GSE" employees will be paid overtime for authorized hours over 40 in the work week; crafts and trades (NA, NL, NS) will be paid overtime for all authorized hours over eight (8) per day and 40 hours per administrative work week. Overtime must be approved in advance and will be requested by submitting an Overtime/Compensatory Time Request and Authorization Form (enclosure (3)) to the supervisor. Management (FLSA exempt employees) shall not be paid overtime, except under special circumstances, but may be granted compensatory time off in place of overtime as compensation for time worked. All Overtime/Compensatory Time requests must be approved in advance by the Director, MWR or his designated representative and only for the following reasons:

(a) Overtime and Compensatory Time shall be limited to cases of extreme necessity, such as:

1. Urgent Fleet readiness
2. Emergencies as determined by manager/supervisor and concurred with by the Director, MWR.
3. Safeguarding life and property.
4. Individual incidence where savings can be clearly demonstrated.

(b) Crafts and trades (NA, NL, NS), GSE and all other non-exempt personnel - record hours in the "overtime" column.

(c) Exempt personnel - record hours in the "other" column with a plus (+) sign preceding and the number and Compensatory Time notated directly above the number.

(2) Compensatory Time. Where compensation is desired, it must be approved in advance and will be requested by submitting an Overtime/Compensatory Time Request and Authorization Form to the supervisor. Compensatory Time off will be on an hour for hour of overtime worked basis and must be used within a reasonable period of time, but no later than 60 days after the overtime is performed. The maximum amount of Compensatory Time an employee may accumulate or carry over into a new calendar year is 80 hours. Compensatory Time not liquidated within 60 days or hours accumulated in excess of 80 hours will be eliminated from the records unless written authority is obtained to exceed the 60 day limit. Compensatory Time off must be requested in advance by submitting an SF-71, Request for Leave or Approved Absence Form to the supervisor for approval. The hours taken will be recorded on the time card in the "other" column with a minus (-) sign preceding the number and Compensatory Time notated.

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Compensatory Time records will be maintained by the Finance Branch. All approved overtime authorizations and leave request forms must be attached to the time card when submitted to payroll.

e. Employees who use a time clock must sign their time card, attach all appropriate leave slips, Overtime/Compensatory Time approvals and submit same to the supervisor for verification and signature. Changes to the time card should be recorded as they occur and verified by the supervisor as they occur. Payroll has no responsibility to verify the completeness or accuracy of the submitted time cards. Supervisors/managers are responsible for verifying the accuracy of hours worked, matching time card to time schedule and summarizing all hours. Time clocks are a management tool; their use and the verification of actual hours worked is a serious management responsibility. Managers/supervisors will ensure the following procedures are strictly adhered to:

(1) Deviations from the approved work schedule must be initialed and dated by the supervisor on the time card as they occur.

(2) Time is to be expressed in whole hours and tenths of hours (not minutes). Enclosure (4) provides a Decimal Equivalent of Minutes Chart.

(3) Lunch breaks not taken must be annotated. All employees must take a lunch break (minimum of 30 minutes) except in situations addressed in paragraph 3c.

(4) Ensure Overtime/Compensatory Time sheets and leave slips are properly completed, signed and attached to the time card and that the hours/times are appropriately indicated on the time card.

(5) All corrections/changes to the recorded times on the time card must be initialed and dated by both the employee and the supervisor as they occur.

(6) Summarize on the time card total regular, overtime, compensatory time, holiday, sick and annual leave hours for each employee. For crafts and trades and GSE employees night differential and Sunday premium pay must also be summarized.

(7) Ensure time card has employee's name, pay period ending date, employee's signature, duration of lunch period and employee's pay classification.

(8) Manager must sign the time card to certify verification. All completed time cards and applicable work schedules are to be submitted to Payroll, Accounting Branch, Building 160, by 1300 on the Monday following the end of the pay period. Enclosure (5) provides an example of a completed time card.

f. Employees with questions regarding their work schedule, time card/clock or pay should contact their immediate supervisor.

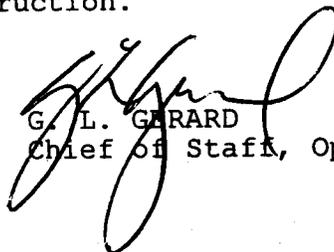
g. Excessive absenteeism and/or tardiness will not be tolerated. Unexcused or no notice absences will be cause for disciplinary action. Managers are responsible for monitoring absences and taking prompt, appropriate action when abuse exists. Information regarding NAF Employee Leave Administration is contained in reference (c).

h. Information regarding NAF Family Friendly Leave is contained in reference (d).

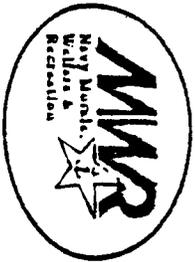
4. Action

a. Branch Managers: All MWR Department Managers will familiarize themselves with this instruction, indoctrinate employees as to its contents and ensure adherence.

b. Personnel Branch: Ensure all new employees are indoctrinated as to the contents of this instruction.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I (B, C, F, G, J, & U only)
N6 (20 copies)



WORK SCHEDULE

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For period of: 14 FEB thru 27 FEB 2000

BRANCH FINANCE

LOCATION BUILDING 160

SUPERVISOR D. FIELDER

Employee Names:	FIRST WEEK							SECOND WEEK							LUNCH AND BREAK PERIODS
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
BARLOW, ANNIE	/	0700 1530	↙	↘	↙	↘	/	0700 1530	↙	↘	↙	↘	/	0700 1530	1/2 daily
KUEHLEM, ANGIE	/	0800 1630	↙	↘	↙	↘	/	0800 1630	↙	↘	↙	↘	/	0800 1630	1/2 daily
PETERS, REBECCA	/	0715 1545	↙	↘	↙	↘	/	0715 1545	↙	↘	↙	↘	/	0715 1545	1/2 daily
FIELDER, DEBORA	/	0700 1530	↙	↘	↙	↘	/	0700 1530	↙	↘	↙	↘	/	0700 1530	1/2 daily

Enclosure (1)

REGULAR
 CONTINENTAL
 HOURS
 12
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11

DECIMAL EQUIVALENTS OF MINUTE TYPE WHEELS					
Minutes	Tenths	Hundredths	Minutes	Tenths	Hundredths
0	.0	.00	30	.5	.50
1	.0	.02	31	.5	.52
2	.0	.04	32	.5	.54
3	.0	.05	33	.5	.55
4	.0	.06	34	.5	.56
5	.0	.08	35	.5	.58
6	.1	.10	36	.6	.60
7	.1	.12	37	.6	.62
8	.1	.14	38	.6	.64
9	.1	.15	39	.6	.65
10	.1	.16	40	.6	.66
11	.1	.18	41	.6	.68
12	.2	.20	42	.7	.70
13	.2	.22	43	.7	.72
14	.2	.24	44	.7	.74
15	.2	.25	45	.7	.75
16	.2	.26	46	.7	.76
17	.2	.28	47	.7	.78
18	.3	.30	48	.8	.80
19	.3	.32	49	.8	.82
20	.3	.34	50	.8	.84
21	.3	.35	51	.8	.85
22	.3	.36	52	.8	.86
23	.3	.38	53	.8	.88
24	.4	.40	54	.9	.90
25	.5	.42	55	.0	.92
26	.5	.44	56	.0	.94
27	.5	.45	57	.0	.95
28	.5	.46	58	.0	.96
29	.5	.48	59	.0	.98

SIMPLEX TIME RECORDER CO.

