



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

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18 MAR 1997

STATION ORDER P7421.4D

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION AND LABOR
ACCOUNTING

Ref: (a) DOD 7000.14-R, FMR Vol. 8
(b) FPM 610 (NOTAL)
(c) StaO P12711.1
(d) StaO 7421.1
(e) FPM 550 (NOTAL)
(f) StaO 7421.2
(g) StaO P12630.2

Encl: (1) LOCATOR SHEET

1. Purpose. This instruction has been developed per references (a) through (g) to establish responsibilities and basic procedures for civilian pay administration and labor accounting.
2. Cancellation. StaO P7421.4C.
3. Action. All Department Heads, supervisors and civilian employees will ensure compliance with policies and procedures of this Order.
4. Summary of Revision. This revision contains substantial changes and must be thoroughly reviewed by Department Heads, supervisors and civilian employees.
5. Certification. Reviewed and approved this date.


C. J. TURNER

DISTRIBUTION: C plus 3FA (5)

StaO P7421.4D
18 MAR 1997

LOCATOR SHEET

Subj: PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION AND LABOR
ACCOUNTING

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ENCLOSURE (1)

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
AND LABOR ACCOUNTING

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PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
AND LABOR ACCOUNTING

CHAPTER 1

PROCESSING TIMECARDS AND SUPPORTING DOCUMENTS

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PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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CHAPTER 1

PROCESSING TIMECARDS AND SUPPORTING DOCUMENTS

1000. RESPONSIBILITIES

1. General. The Commanding Officer is responsible for the establishment and administration of the timekeeping function for employees of the Command.
2. Distribution of Timecards. On a biweekly basis, printed timecards will be prepared by DCPS-Denver (DCPS-DE) for each civilian employee. The pre-printed information on the cards will not be changed in any manner. Prior to the period when the timecards are to be used, they will be ready for distribution/pickup by noon Friday from the Civilian Payroll representatives, Financial Operations Division, Bldg 852, if other arrangements have not been made. It is the responsibility of each department to make proper distribution.
3. Preparation of Payrolls. The preparation of the payroll shall not be delayed as a result of missing timecards, unsigned timecards, nor insufficient information on the timecard. Pay due employees, and those not paid on the current payroll as a result of such circumstances, shall be affected on the following payroll.
4. Timekeeping. A designated timekeeper will be responsible for all entries on timecards. All entries on timecards are required to be written in ink (figure 1-1).
5. Certification of Time and Attendance. Per paragraph 020401 of reference (a), it is the responsibility of the timekeeper or immediate supervisor to certify the employee's timecard. In the absence of the immediate supervisor, the certification will be accomplished by an individual acting in a supervisory capacity who possesses knowledge of the employee's actual attendance. Employees may not certify their own timecard.
 - a. Whenever it is necessary to correct an entry on a timecard, the individual designated to certify timecards will initial the entry. All corrections, initials and signatures must be made in ink.
 - b. Each Department Head has the responsibility to ensure that each certifying official, who certifies time and attendance of civilian employees, has an approved Timekeeping Signature Authorization Card (GEN-7400/1) on file with the Civilian Payroll representatives, Financial

Operations Division, Bldg 852. When a new immediate supervisor is appointed, a new Timekeeping Signature Authorization Card must be provided to the Civilian Payroll representatives prior to the end of the workweek in which the appointment takes place. Each department should ensure there is an adequate number of certifying officials so there are no delays in timecard approval, yet not an excessive number of certifying officials in relation to the number of employees. The Civilian Payroll representatives will be required to refresh this file annually with new certified signature cards submitted from each department by 1 June.

1001. HOURS OF WORK

1. General. The normal workweek for MCAS Yuma civilian employees is Monday through Friday, 0700-1530, with a one-half hour lunch period. The days and hours of an employee's basic workweek will not be changed except as set forth in reference (b). The Department Head may authorize a change from regularly scheduled duty hours when circumstances require, as provided for by regulations.

2. Change in Shift Status. Work Schedule Change Form (figure 1-2) will be submitted to the Civilian Payroll representatives, not less than three workdays before the shift is scheduled to change and the period involved will be annotated. Affected employees will be given a minimum of three workday's notice prior to any change in their shift schedule. An employee's shift normally will not be changed unless the requirement will exist for a minimum of one week and the negotiations with the exclusive labor organization, if applicable, have been completed.

3. Overtime, Holiday and Compensatory Time. Requests for overtime, holiday and compensatory work will be processed per Chapter 2 of this Manual and references (c) and (d).

1002. ACCOUNTING FOR ABSENCES OF EMPLOYEES

1. General. All periods of absence of an employee must be accounted for and authenticated on the timecard of the employee. All excused absences will be noted on the timecard (figure 1-1).

2. Leave. All periods of leave (annual, sick or other) will be initialed by the employee on his/her timecard. Standard Form (SF) 71 will only be submitted to the Civilian Payroll representatives if the employee has not initialed the leave entries on the timecard due to non-return to work or

other valid reason (as stated below). This procedure does not prohibit an individual's supervisor from requiring leave applications for advance requests of annual leave; however, it is the responsibility of the immediate supervisor of each employee to ensure compliance with this policy.

a. Per reference (g), timecards which reflect sick leave absences in excess of three (3) consecutive workdays will be supported by a SF 71 containing a medical certificate. Signed statements by employees, and certified by the supervisor, will be accepted when it would be unreasonable to require a medical certificate due to: (1) shortage of physicians, (2) remoteness of locality, or (3) illness did not require the service of a physician.

b. Employees who are summoned for jury duty or in a non-official capacity as a Government witness must furnish a copy of the summons to their immediate supervisor and submit a SF 71 for period of leave. It is the responsibility of the employee's immediate supervisor to: (1) ensure that court duty is properly recorded on the biweekly timecard, and (2) forward the copy of the summons to the Civilian Payroll representatives, Financial Operations Division, Bldg 852 with the timecard on which absence for court duty is reported. The Civilian Payroll representatives are responsible for maintaining a log of all employees summoned to court duty and the collection of any deposit to Disbursing of all jury or witness service fees paid to them. Documentation from the court identifying the amount and dates of the jury duty or witness service must accompany the employee's check made out to MCAS Yuma.

c. It is the responsibility of the employee's immediate supervisor to ensure compliance with paragraph 1002.2. Non-compliance will result in a request to the immediate supervisor for proper documentation. Until received, the Civilian Payroll representatives will charge annual leave and/or leave without pay until the type of leave requested on the employee's timecard can be properly documented with a properly executed SF 71 or employee initials on the timecard.

3. TAD. Travel orders for all TAD authorizations will be forwarded to the Civilian Payroll representatives, Financial Operations Division, Bldg 852. When TAD authorization does not require travel orders, the immediate supervisor is to annotate the reverse side of the timecard in ink with an explanation of the circumstances.

4. Administrative Leave. When administrative leave is granted, the immediate supervisor is to annotate the reverse side of the timecard in ink with an explanation of the circumstances.

5. Tardiness. Employees who are tardy will check in with their supervisor as soon as they arrive at work. If the supervisor believes the tardiness to be justified, they may excuse the absence up to 29 minutes by writing in the accepted time on the timecard. If they believe the tardiness not to be justified, the employee will be instructed to take leave or will be informed they were Absent Without Leave (AWOL). The employee may not begin to work until the leave period is completed. AWOL is to be charged to the minute. There is no Job Order Number (JON) for excused leave. The timecard will show the excused time as time worked.

6. Leave Availability Reports. Leave availability reports, showing the balance due at the end of the period covered by the report and the number of hours of annual leave that must be used or forfeited by the end of the leave year, will be provided to each department at least quarterly. This report will be used to inform each supervisor of the individual employee's leave status and will eliminate the need for leave records being kept by supervisors.

1003. TIMECARD ABBREVIATIONS AND CODES

1. General. Abbreviations and codes to be used on timecards are shown in figures 1-3 and 1-4.

2. Timecards

a. Enter the following information in red ink in the appropriate columns (Partial hours to be reported as indicated by the attached DCPS code sheet, figure 1-5).

- (1) Number of hours and type of leave taken.
- (2) Number of overtime hours worked.
- (3) Number of compensatory hours earned or used.
- (4) Environmental differential pay.
- (5) Type of non-pay status.
- (6) Anything other than regular hours.

b. All other entries are to be made in black or blue ink.

3. Exceptions. All exceptions (i.e., leave, use of temporary JON, or any type of pay exception) must be recorded on the timecard. All entries will include the applicable Financial Information Pointer (FIP), pay type code, environmental/hazard code. (Figure 1-3, Type Hour Codes and figure 1-4, Environmental/Hazard Codes.)

4. Financial Information Pointer (FIP). All employees are assigned a master (permanent) FIP. Each department is responsible for assigning the proper FIP's from the current edition of the MCABWA SABRS Financial Accounting Manual. Each department is responsible for reporting any changes in an employee's department home FIP immediately to the Civilian Payroll representatives. Departments submitting a SF 52 for Personnel Action will include the FIP to which the employee's labor will be charged. A Labor Personnel File (LPF) listing, by work center, will be distributed quarterly for review and verification of assigned home FIPs.

1004. SUBMISSION OF TIMECARDS

1. General. Timekeepers will be designated and are responsible for the collection of all biweekly timecards. The timecards will be checked for completeness of entries and certified by the immediate supervisor.

2. Procedures

a. Timecards will be placed in numerical order by work center and then by Social Security Number (SSN). According to the following schedule, the cards and appropriate supporting documents will be handcarried to the Civilian Payroll representatives, Financial Operations Division, Bldg 852 on alternate Fridays to coincide with the end of the pay period.

<u>UNIT</u>	<u>NOT LATER THAN</u>
FM Maintenance & Utilities Division	0900
FM Transportation	0900
Supply Department	0900
All Others	0800

b. When Monday is a designated non-working holiday, timecards are to be hand delivered to the Civilian Payroll representatives on the workday designated by Civilian Payroll.

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3. Separated Employees. Separating employees will hand-carry their completed timecard to the Civilian Payroll representatives, Financial Operations Division, Bldg 852 when checking out. As long as printed timecards are received for separated employees, they will be annotated by the departments to show status of the employee transferred, resigned, LWOP, etc., certified and submitted with other time and daily job cards.

1005. RESTORED ANNUAL LEAVE

1. General. Annual leave in excess of the maximum authorized carryover will not be forfeited under the following conditions:

- a. Administrative error causing the loss of annual leave.
- b. Scheduled annual leave disapproved due to heavy workload.
- c. Sickness of an employee when annual leave had been scheduled in advance.

2. Approval Requirements. The following requirements must be met before forfeited annual leave can be restored:

- a. The schedule for the annual leave must have been approved at least three pay periods prior to the end of the leave year; and

- b. The determination that the heavy workload requirements are of a major importance and therefore the scheduled annual leave must be disapproved. This determination will be made by the Commanding Officer or Executive Officer.

3. Time Limit. Restored annual leave must be scheduled and used no later than the end of the leave year ending two years after one of the following:

- a. The date of restoration of the annual leave forfeited because of an administrative error.

- b. The date fixed by the Commanding Officer or Executive Officer as the termination date of the circumstances which resulted in forfeiture of the annual leave.

- c. The date the employee is determined to be recovered and able to return to duty if leave was forfeited because of sickness.

4. Separate Leave Account. The restored annual leave will be credited to a separate leave account identifying the date of restoration, amount credited, specific schedule established for use, amount of usage and the used balance.

5. Timecard. Timecards will be annotated "Restored Leave" or LP, LQ or LR as appropriate (figure 1-3) when the separate account for restored leave is to be charged for leave taken. Unless annual leave taken is identified to the employee's restored account, the regular leave will be charged. The JON for regular annual leave will be used for restored leave.

6. Forfeiture

a. Restored annual leave expires at the end of the two year limitation, with no further right to restoration.

b. Upon separation, employees entitled to lump-sum payment will be paid for the unused restored annual leave, if such leave is still within the two year limitation period.

TIMECARD

EMPLOYEE ID	BLK/GRP	ACT UIC	DIST	EMPLOYEE NAME												PLT ROT	PERIOD ENDING	SEQ NUM
406028524	110	00368	LF300	RAY GLENDA F													11/23/85	025
STD JOH	003686LF3MF												HRS OF WORK					
//////	AWS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT			
TOUR	0		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00				
TYP/SFT	///		LH 0	RG 0	RG 0	RG 0	RG 0			RG 0	RG 0	RG 0	RG 0	RG 0				
GRADED NO																		
JOB ORDER NUMBER								TYP HR	WK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
								LA	1				8:0	8:0				
								LA	2									
								LS	1						2:0			
								LS	2									
									1									
									2									
									1									
									2									
									1									
									2									
REG		OT		COMP		HOL		SUN	2ND	3RD		ND		E/H		LV	NP/LV	

Bass Signature

EMPLOYEE ID						PERIOD ENDING					
REMARKS:	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
	SUN										
	MON	0700	1530							8	
	TUE	0700	1530							8	
	WED									8LA	
	THU									8LA	
	FRI	0700	1000	1200	1530					2LS	
	SAT										
	SUN										
	MON	0700	1530							8	
	TUE	0700	1530							8	
	WED	0700	1530							8	
	THU	0700	1530							8	
	FRI	0700	1530							8	

HO200B REV. 3/80

Format 2

Figure 1-1

WORK SCHEDULE CHANGE

SSH: _____ NAME: _____ ACT UIC: _____ DIST: _____

EFFECTIVE DATE _____ T&A STATUS CODE _____ AWS CODE _____ PLATOON ROTATING CODE _____

***** PAY PERIOD TOUR OF DUTY *****
 HON TUE WED THU FRI SAT SUN
 (SUN/RAJ)

Wk 1 _____
 SHIFT _____
 HGT DIFF _____
 Wk 2 _____
 SHIFT _____
 HGT DIFF _____
 STANDING JOB _____ TIMECARD DESTINATION _____

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

 SIGNATURE DATE SUBMITTED

Figure 1-2

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TYPE HOUR CODES
QUICK REFERENCE

CODES :

PAY TYPE HOURS

RG - REGULAR (GRADED)
RF - REGULAR, FIRST SHIFT (UNGRADED)
RS - REGULAR, SECOND SHIFT (UNGRADED)
RT - REGULAR, THIRD SHIFT (UNGRADED)
RX - REGULAR, EMERGENCY TIME

OS - OVERTIME, SCHEDULED
OU - OVERTIME, UNSCHEDULED
OX - OVERTIME, UNSCHEDULED EXCEPTION
OC - OVERTIME, CALLBACK
OA - ADDITIONAL FLSA HOURS
ON - OVERTIME SCHEDULED, NOT WORKED - COURT/
MILITARY LEAVE/TRAUMATIC INJURY/DATE OF DEATH

SG - SUNDAY WORK (GRADED)
SF - SUNDAY WORK, FIRST SHIFT (UNGRADED)
SS - SUNDAY WORK, SECOND SHIFT (UNGRADED)
ST - SUNDAY WORK, THIRD SHIFT (UNGRADED)

HG - HOLIDAY WORK (GRADED)
HF - HOLIDAY WORK, FIRST SHIFT (UNGRADED)
HS - HOLIDAY WORK, SECOND SHIFT (UNGRADED)
HT - HOLIDAY WORK, THIRD SHIFT (UNGRADED)
HC - HOLIDAY WORK, CALLBACK

Figure 1-3

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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TYPE HOUR CODES

QUICK REFERENCE

(CONTINUED)

CODES:

LEAVE HOURS - PAID

LA - ANNUAL
LB - ADVANCED ANNUAL
LC - COURT
LF - FORCED ANNUAL
LG - ADVANCED SICK
LH - HOLIDAY
LI - MILITARY, DC GUARD
LJ - SHORE
LK - HOME
LL - LAW ENFORCEMENT
LM - MILITARY
LN - ADMINISTRATIVE
LP - ANNUAL, RESTORED #3
LQ - ANNUAL, RESTORED #2
LR - ANNUAL, RESTORED #1
LS - SICK
LT - TRAUMATIC INJURY (COP)
LU - DATE OF TRAUMATIC INJURY
LV - EXCUSED ABSENCE
LW - EDUCATOR, IN-SCHOOL BREAKS
LX - NONWORK, PAID (DEATH OR SABBATICAL)
LY - TIME OFF AWARD (LEAVE)

Figure 1-3

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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TYPE HOUR CODES

QUICK REFERENCE

(CONTINUED)

CODES:

LEAVE HOURS - NONPAID

KA - LWOP

KB - SUSPENSION

KC - AWOL

KD - OFFICE OF WORKER COMPENSATION
PROGRAM (OWCP)

KE - FURLOUGH

KF - NONDUTY, WITHIN REGULAR SCHEDULE

KG - MILITARY FURLOUGH (CALLED TO ACTIVE
DUTY)

COMPENSATORY HOURS

CC - COMPENSATORY TIME CALLBACK

CE - COMPENSATORY TIME EARNED

CT - COMPENSATORY TIME TAKEN

CA - RELIGIOUS COMPENSATORY TIME TAKEN

CR - RELIGIOUS COMPENSATORY TIME EARNED

CD - CREDIT HOURS EARNED

CN - CREDIT HOURS TAKEN

Figure 1-3

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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ENVIRONMENTAL/HAZARD CODES

CODES:

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE)

	<u>GS%</u>	<u>WG%</u>
EA - FLYING	25	100
EB - HIGH WORK	25	25
EC - FLOATING TARGETS	-	15
ED - DIRTY WORK	-	4
EE - COLD WORK	-	4
EF - HOT WORK	4	4
EG - WELDING PREHEATED METALS	-	4
EH - MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY	-	4
EK - EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN	25	25
EL - UNSHORED WORK	25	25
EM - GROUND WORK BENEATH HOVERING HELICOPTER	25	15
EN - HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT	25	15
EP - CARGO HANDLING DURING LIGHTERING OPERATIONS	25	.8
ER - DUTY ABOARD SURFACE CRAFT	25	15
ES - WORK AT EXTREME HEIGHTS	-	50
ET - FIBROUS GLASS WORK	-	6
EV - HIGH VOLTAGE ELECTRICAL ENERGY	-	50
EW - WELDING, CUTTING, OR BURNING IN CONFINED SPACES	-	6

Figure 1-4

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
AND LABOR ACCOUNTING

ENVIRONMENTAL/HAZARD CODES

(CONTINUED)

CODES :

ENVIRONMENTAL (GS/WG - PAY STATUS)

	<u>GS%</u>	<u>WG%</u>
FA - DUTY ABOARD SUBMERGED VESSEL	25	50
FB - EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE	25	8
FC - EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE	-	4
FD - POISONS (TOXIC CHEMICALS) - HIGH DEGREE	25	8
FE - POISONS (TOXIC CHEMICALS) - LOW DEGREE	-	4
FF - MICRO-ORGANISMS - HIGH DEGREE	25	8
FG - MICRO-ORGANISMS - LOW DEGREE	-	4
FH - PRESSURE CHAMBER AND CENTRIFUGAL STRESS	25	8
FI - THERMAL-CHAMBER TEST	25	-
FK - WORK IN FUEL STORAGE TANKS	25	8
FL - FIREFIGHTING - HIGH DEGREE	25	25
FM - FIREFIGHTING - LOW DEGREE	25	8
FN - EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TESTS	25	8
FP - LAND IMPACT OR PAD ABORT OF SPACE VEHICLE	25	8
FR - MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL	-	4
FS - DUTY ABOARD AIRCRAFT CARRIER	25	4

Figure 1-4

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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ENVIRONMENTAL/HAZARD CODES
(CONTINUED)

CODES:

ENVIRONMENTAL (GS/WG - PAY STATUS)

	<u>GS%</u>	<u>WG%</u>
FT - PARTICIPATING IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS	25	8
FU - DIVER-TENDER PAY	-	*100
FV - ASBESTOS	8	8
FW - DIVING	25	**175
FX - WORKING IN PRESSURIZED SONAR DOMES	8	-
FY - WORKING IN NONPRESSURIZED SONAR DOMES	4	-
FZ - EXPERIMENTAL PARACHUTE JUMPS	25	-

*100% OF SECOND STEP OF A WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

**175% OF SECOND STEP OF A WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

Figure 1-4

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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MINUTES TO HUNDREDTHS OF HOURS CONVERSION CHART

<u>MINUTES</u>	<u>HUNDREDTHS EQUIVALENT</u>	<u>MINUTES</u>	<u>HUNDREDTHS EQUIVALENT</u>
:01	.02	:31	.52
:02	.03	:32	.53
:03	.05	:33	.55
:04	.07	:34	.57
:05	.08	:35	.58
:06	.10	:36	.60
:07	.12	:37	.62
:08	.13	:38	.63
:09	.15	:39	.65
:10	.17	:40	.67
:11	.18	:41	.68
:12	.20	:42	.70
:13	.22	:43	.72
:14	.23	:44	.73
:15	.25	:45	.75
:16	.27	:46	.77
:17	.28	:47	.78
:18	.30	:48	.80
:19	.32	:49	.82
:20	.33	:50	.83
:21	.35	:51	.85
:22	.37	:52	.87
:23	.38	:53	.88
:24	.40	:54	.90

Figure 1-5

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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MINUTES TO HUNDREDTHS OF HOURS CONVERSION CHART

<u>MINUTES</u>	<u>HUNDREDTHS EQUIVALENT</u>	<u>MINUTES</u>	<u>HUNDREDTHS EQUIVALENT</u>
:25	.42	:55	.92
:26	.43	:56	.93
:27	.45	:57	.95
:28	.47	:58	.97
:29	.48	:59	.98
:30	.50	:60	1.00

Figure 1-5

PROCEDURES MANUAL FOR CIVILIAN PAY ADMINISTRATION
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CHAPTER 2

OVERTIME/HOLIDAY AND COMPENSATORY TIME

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CHAPTER 2

OVERTIME/HOLIDAY AND COMPENSATORY TIME

2000. OVERTIME

1. General. Overtime is payable for work performed in addition to and outside the basic workweek and is payable at one and one-half times the rate for regular pay for both graded and ungraded employees. However, the maximum overtime hourly rate for graded employees may not exceed the overtime rate for GS-10, Step 1 and may be paid only to the extent that it does not cause an employee to exceed the maximum earnings allowed by law for a bi-weekly pay period. Further guidance on overtime and FLSA requirements can be found in reference (d).

2. "Call Back" Overtime. In the event an employee must be called back before or after his/her shift and is unconnected with normal working hours, the responsible supervisor will make every effort to ensure that no less than two hours of productive work is available and accomplished. Reference (e) requires that an employee called back to work be paid for a minimum of two hours overtime, even if only 15 minutes of work is performed. However, when an employee is called in before the beginning of and in connection with his/her shift, it is not considered "call back" overtime and payment will be applicable to the actual time worked.

3. TAD Overtime. Requests for overtime work performed while in official travel status will be submitted per reference (f). Ensure a copy of the liquidated Travel Voucher or Subvoucher (DD Form 1351-2) is provided to the Civilian Payroll representatives to support the number of overtime hours requested for travel time.

4. Holiday Premium Pay. An employee required to work on a holiday, during hours which fall within his/her basic workweek, shall be paid holiday premium pay. The additional pay is the basic regular hourly rate for the number of hours of holiday work performed within the basic workweek, not to exceed eight hours. Compensation for work performed on a holiday, during hours outside the basic workweek, shall be at the overtime rate.

5. Compensatory Time. Compensatory time is work performed over and above the basic workweek for which time off with pay is granted in lieu of overtime pay. Department Heads are encouraged to fully utilize the compensatory time program to aid in accomplishing assigned missions and minimize the requirements for Operations and Maintenance funds for overtime pay. Further guidance is provided in reference (d).

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CHAPTER 3

PAYDAY PROCEDURES

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CHAPTER 3

PAYDAY PROCEDURES

3000. ESTABLISHMENT OF CIVILIAN PAYDAY

1. General. Civilian employees must be paid on or before Friday of the week following the end of the pay period per reference (a).
2. Payday Schedule. Civilian employee payday is established as the first Friday following the end of the pay period. Pay checks of Direct Deposit payments will be mailed or distributed to either the employee's designated mailing address or the financial institution(s) of the employee's choice, in sufficient time to be available for the employee's use on payday. Infrequent delays in the employee's receipt of pay may be encountered because of mail delivery problems or delays of the Federal Reserve Banking System. In such cases, the employees will be advised as soon as possible of any anticipated delays.

3001. DISTRIBUTION OF PAY CHECKS

1. General. Payments to civilian employees will be made only by mail or the Direct Deposit System.
2. Payments by Direct Deposit. Per reference (a), the Department of Defense requires participation in Direct Deposit/Electronic Funds Transfer (DD/EFT) as a reasonable condition of employment for civilians, including those who through a competitive selection are promoted or reassigned. Each employee will provide the Civilian Payroll representatives, Financial Operations Division, Bldg 852, with a SF 1199A after completion by the employee and their financial institution.
3. Undeliverable Paychecks. Paychecks or Direct Deposit payments returned as undeliverable will be handled as follows:
 - a. Mailed Paychecks. Paychecks returned by the postal system as undeliverable will be given only to the Finance Officer. The Finance Officer will maintain custody of the paycheck until the employee can be notified. The employee will be responsible for furnishing the Finance Officer with a correct mailing address.

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b. Direct Deposit Payments. Payments returned via the Federal Reserve Banking System will be received by the Finance Division. The Finance Division will notify the employee of the return of the deposit. The employee must furnish a correct SF 1199A to the Civilian Payroll representatives.

3002. DISTRIBUTION OF TAX WITHHOLDING STATEMENTS, FORM W-2. DCPS-DE will mail individual employee's W-2 forms during January of each year.

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CHAPTER 4

PAYMENTS TO FINANCIAL ORGANIZATIONS, ALLOTMENTS
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CHAPTER 4

PAYMENTS TO FINANCIAL ORGANIZATIONS, ALLOTMENTS
AND OTHER AUTHORIZED PAYROLL DEDUCTIONS

4000. SALARIES AND WAGES

1. General. The salaries and wages of civilian employees will be paid to financial organizations for credit to the individual employee's account as authorized by reference (a). Financial organizations, as used in this Order, include banks, savings and loan associations or similar institutions, and Federal or State chartered credit unions. The amount to be remitted to the financial organization must be the full amount that would otherwise have been paid by check drawn to the order of the individual.
2. Application Form. Requests to have pay remitted to a financial organization by DD/EFT will be made on a SF 1199A. This form will be prepared on an original and two copies.
3. Signature and Distribution. The applicant will sign the form in the same manner as a check endorsement and will deliver the original and two copies to the financial organization for completion, and will then deliver the executed original form to the Civilian Payroll representatives indicating the date of submission to the left of his/her signature.

4001. SAVINGS ALLOTMENTS

1. General. Public Law 90-365 provides for payroll deductions from civilian employee's salaries to be paid to a bank, savings and loan association or similar institution, or Federal or State chartered credit union.
2. Definitions
 - a. Allotment of Pay for Savings Account. An authorization from an employee for a recurring payroll deduction from salary or wages due, in a specified dollar amount, to be remitted to a financial organization of his/her choice for credit to his/her savings account.
 - b. Savings Account. An account (single or joint) for the purchase of shares (other than shares of stock) or for the deposit of savings in any financial organization, the title of which account includes the name of the employee.

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3. Eligible Employee. Any civil service employee of MCAS Yuma may authorize an allotment of pay for a savings account, provided:

a. The allotment is a fixed amount, to be deducted each payroll (whole dollars only).

b. Not more than two such allotments for the employee shall be in effect at any time (an employee may have one or two allotments to savings accounts in one or two financial organizations).

4. Request and Authorization. A request by an employee for an allotment of pay for credit to a savings account with a financial organization (SF 1199A), serves as the written authorization and evidence (by endorsement thereon by the financial organization) that the financial organization is willing to act in this respect as an agent of the employee. The employee will provide the Civilian Payroll representatives with the original of the SF 1199A for each allotment of pay for a savings account. Forms are available from the Civilian Payroll representatives, Financial Operations Division, Bldg 852.

5. Priority of Deductions. Allotments of pay for savings accounts will have the lowest order of priority in the application of payroll deduction in any pay period. If the net pay due after applying all payroll deductions otherwise required is less than the amount of the one allotment of pay for a savings account authorization by an employee, the allotment of pay will be automatically nullified for that particular pay period; if the net pay is insufficient to cover the aggregate of two such authorized allotments of pay, both will be automatically nullified for that pay period, without attempting to choose between one or the other (even if the net pay might be sufficient to absorb one of the two).

6. Advice of Deposit Credit. Advice to the employee, whose account is credited as a consequence of any payment made under the provisions of the payroll deduction system, can only be issued by the financial organization which actually credits the accounts. These are solely a matter of the financial organization/depositor relationship, as if the employee himself had made a deposit to his/her account via the mail.

7. Number of Allotments. Eligible employees are authorized no more than two payroll deductions for savings in specified amounts to be remitted regularly to financial organizations of their choice for credit to savings accounts. Allotments will become effective the first pay period beginning after receipt of a properly executed SF 1199A by the Civilian Payroll representatives.

8. Amount of Allotment. No minimum dollar amount for allotments of pay for savings accounts is prescribed. The requirement of whole dollar amounts automatically precludes an allotment for less than \$1. Any financial organization, however, has the prerogative of requiring a minimum above \$1, but this is a matter between the financial organization and the depositor.

9. Changes. Changes in the amount of the allotment, financial organization or savings account to be credited requires the employee to submit a new fully executed SF 1199A.

10. Cancellations. Cancellations are automatic upon separation from the Naval establishment, transfer of the employee, or upon receipt by the Civilian Payroll representatives of a written request to cancel using SF 1199A.

4002. U.S. SAVINGS BONDS

1. Application Forms. Payroll deductions for the purchase of U.S. Savings Bonds may be authorized on Payroll Savings Authorization (SBD 1928). Completed forms will be delivered to the Civilian Payroll representatives, Financial Operations Division, Bldg 852 for processing into the payroll system; the Civilian Payroll representatives will then input the authorization into DCPS-DE, who is the issuing agent of savings bonds.

2. Discontinuance. Discontinuing a bond deduction or any changes to the current authorization, such as the amount of the deduction or a change of address, will be effected by completing a new SBD 1928. In each case, the form will be submitted to the Civilian Payroll representatives.

3. Distribution. As bond purchases are completed, the bond will be mailed directly to the employee by DCPS-DE.

4003. UNION DUES

1. Allotment Form. Payroll deduction for payment of union dues of members of an employee organization with exclusive recognition is authorized by reference (a). A Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues (SF 1187) will be used to authorize the allotment. Such allotments will become effective the first pay period beginning after receipt of a properly executed SF 1187 by the Civilian Payroll representatives.

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2. Back Dues. Back dues will also be deducted from employees for whom allotments were temporarily stopped due to insufficient income/net pay during any period.
3. Revocation Form. Revocation of the allotment may be requested at any time after having been in effect for one full year and will become effective as of the first pay period following 1 March of any year. SF 1188 (Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues) will be used to revoke an allotment and is available from the Civilian Payroll representatives, Financial Operations Division, Bldg 852.
4. Termination. An allotment for the deduction of dues for any employee shall terminate when the agreement between the Employer and the Union ceases to apply to the employee (i.e., the employee is no longer a member of the bargaining unit or the employee is suspended or expelled from membership in the union). In the latter case, written notification will be provided to the Civilian Payroll representatives by the union.

4004. CHARITABLE CONTRIBUTIONS

1. Allotment Form. Voluntary allotments for payment of charitable contributions to the Combined Federal Campaign are authorized by reference (a). The local campaign organization will furnish a Payroll Withholding Authorization for Voluntary Charitable Contributions (CSC Form 804) which will be used for requesting/authorizing the allotment. Completed authorizations must be on file with the Civilian Payroll representatives by 15 December of each year and deductions will commence the first pay period beginning in January.
2. Revocation. Revocation of the allotment may be requested at any time. The revocation will be effective the first pay period following receipt of a signed request by the Civilian Payroll representatives. A written letter request signed by the employee will be accepted and acted upon.
3. Transfer of Employee to Another Federal Agency. When an employee transfers to a Federal agency where agreements have been made between the Federal installation and the Federal coordinating groups, the allotment will, unless revoked by the employee, be transferred to the payroll branch serving the acquiring activity.

4005. PAYROLL DEDUCTIONS FOR INSURANCE

1. General. Group Life Insurance and Group Health Insurance are available to federal civilian employees as identified below.

a. Federal Employees Group Life Insurance (FEGLI). All employees, except those specifically excluded by law or regulation, automatically have basic coverage, unless it is waived by the employee. Employees desiring to waive basic coverage will contact the Human Resource Office. The Government contributes one-third of the basic insurance premium and the employee contributes two-thirds, under the appropriate rate schedules. The employee's contribution is collected by payroll deduction. The employee is responsible for the total premium for optional insurance which also is by payroll deduction. Employees may also elect optional life insurance coverage in addition to the basic insurance, provided:

(1) The employee is enrolled for basic insurance coverage.

(2) The employee has filed the Life Insurance Election (SF 2817) electing the optional insurance.

(3) An uncancelled declination of optional insurance is not on file.

b. Applicable forms are available in the Human Resource Office.

2. The Federal Employees Health Benefit Act (FEHB). This Act authorizes group health insurance for federal civilian employees with pay period premiums collected by payroll deductions. The Government contributes a proportionate share of the cost for each employee enrolled for coverage. Employees desiring group health insurance will complete the Health Benefits Registration Form (SF 2809).

4006. THRIFT SAVINGS PLAN FOR FEDERAL EMPLOYEES

1. General. Federal Employees Retirement System (FERS) and Civil Service Retirement System (CSRS) employees are eligible to enroll in the Thrift Savings Plan. There are different rules for each of these employee groups.

a. FERS employees are automatically in the Thrift Savings Plan. Generally, FERS employees are those hired after December 1983. An employee can confirm their status from the Human Resource Office. In addition, if an employee was hired on or before 1 January 1987, the employee became a plan

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participant and received a 1% contribution automatically from MCAS Yuma into the Employee Plan Account. An employee may elect to contribute to the Plan by completing an Election Form (TSP Form 1) and submitting it to the Human Resource Office during the open seasons.

b. New employees hired after 1 January 1987 will generally have a 6-12 month waiting period before election of contributions can be made.

c. CSRS employees are eligible to contribute to the Thrift Savings Plan and election can be made during two open seasons per year. Enrollment guides will be received at the start of each open season. Employees eligibility, election forms and further information is available at the Human Resource Office.

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CHAPTER 5

JURY DUTY FEES

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CHAPTER 5

JURY DUTY FEES

5000. JURY DUTY

1. General. Federal employees are granted Court Leave for time required to serve as a member of a jury in a Federal, D.C., State or local court, or as a witness in a case where a government is a party. Regulations governing Court Leave are contained in the Federal Personnel Manual (FPM), Supplement 990-2, Book 630, S10-2g and reference (g), Absence and Leave of Civilian Employees.

2. Fees Paid. For personnel who serve on a jury, the State pays a flat fee for each day served, as well as reimbursement for travel expense.

5001. PAYMENT/COLLECTION OF FEES

1. Employee's Responsibility. Upon receipt of jury duty or witness fees, civilian employees will determine the amount applicable to travel expenses; that amount of the fee may be retained by the employee. The remainder of the fee received (the fee paid for jury duty or witness service within the employee's normal workday/week for which Court Leave is granted) will be turned in to the Civilian Payroll representatives, Financial Operations Division, Bldg 852 by means of personal check, cashier's check or money order within three (3) workdays after the employee receives payment from the court. A copy of the summons will be forwarded immediately to the Civilian Payroll representatives when received by the employee. Documentation received from the court identifying the dates appeared and amount paid will accompany the payment to the Civilian Payroll representatives.

2. Civilian Payroll Action

a. Maintain a record of employees who have been reported on timecards as being on Court Leave, including period of Court Leave for each and court fees collected.

b. Contact employees who have not turned in court fees within one week after expiration of Court Leave and request payment.

c. Based on local jurisdiction laws, determine the amount of court fees paid applicable to the employee's normal workhours/days.

d. If direct collection is not made from the employee within three (3) workdays after the request is made, initiate action to collect the amount due by payroll deduction on the next payroll processed.