



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-RM

28 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #92, Time and Attendance.

1. The proponent of this policy is the Directorate of Resource Management (DRM).
2. This policy is effective immediately and remains in effect until rescinded, superseded, or obsolete.
3. References.
 - a. DoD Financial Management Regulation 7000.14-4, Chapter 8, Civilian Pay Policy and Procedures, June 2013.
 - b. Memorandum, HQ, USAG Humphreys, 6 December 2013, subject: Garrison Overtime/Compensatory Time Request.
 - c. ATAAPS Users Manual, 17 May 2011.
4. Applicability. This policy applies to all Departments of the Army Civilian (DAG) personnel assigned to USAG Humphreys.
5. Purpose. To provide guidance and procedures for time and attendance (T&A) recording on the Automated Time Attendance and Production System (ATAAPS), and the Korean National Employee Payment System – Time and Attendance Data Input Module (KATM). Compliance with these procedures will ensure that the attendance of employees is accurately reported and recorded for the computation of pay, allowances and leave, and will result in proper compensation for hours worked.
6. General.
 - a. ATAAPS/KATMS are web-based applications that provide an online repository for the entry, update, concurrence, and certification of time and attendance data, which includes scheduled labor hours, overtime, compensatory time, holidays, annual, and sick leave for civilian employees. The applications directly interface with the Defense Finance and Accounting Service (DFAS) for payroll processing.

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b. Achieving and sustaining audit readiness is an evolving process requiring continued support, and is essential to properly document leave requests and approval, overtime requests and approval, and appointment of time and attendance approving officials. The ATAAPS database provides for internal control of modules through the use of security authorizations assigned to employee records. The system also offers the ability to review the status of an employee's T&A file for current, future, and prior pay periods.

7. Responsibilities :

a. Approving/Certifying Official:

- (1) Designates Directors as Approving/Certifying Officials.
- (2) Designates a primary and alternate timekeeper.
- (3) Ensures that timekeepers maintain a copy of all approved leave, overtime, and compensatory documents for audit purposes.
- (4) Maintains responsibility for ensuring that all T&A is recorded accurately.
- (5) Certifies on the last working day of the pay period.
- (6) Primary Approving/Certifying Official notifies the Alternate and Directorate of Resource Manager if they will be unavailable to certify.
- (7) Ensures newly assigned personnel are in-processed within two weeks through the ATAAPS representative in the DRM with a prepared DD Form 2875 for the ATAAPS employee (and certifier, if applicable).
- (8) Ensures departing personnel are out-processed through the ATAAPS representative in the DRM.

b. Timekeeper:

- (1) Receives and maintains copies of all approved leave, overtime and compensatory time.
- (2) Ensures that all DAC employees concur with the accounting of T&A in ATAAPS.
- (3) Verifies that data submitted correlates with all approved leave, overtime and compensatory time.

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(4) Ensures time worked or any authorized absence is input and concur into ATAAPS prior to departure as much as possible.

(5) Inputs corrected T&A in ATAAPS upon return from leave if T&A was not input correctly; if user cannot input their time due to absence, the system will automatically default to 80 hours regular work during the pay period.

8. ATAAPS Administrator Responsibilities:

a. Ensures newly assigned DAC employees are included in the Humphreys IMCOM ATAAPS database (IMCOM 3) upon processing through the DRM.

b. Assists employees, approving/certifying officials, and timekeepers with access and ATAAPS processing issues.

c. Serves as the Garrison's systems administrator.

d. Provides timely information on pay processing changes in scheduling or processing procedures, updates to manuals, etc.

e. Reviews uncertified T&A and missing time; updates the DRM with the status of certification for each pay period, on the day of certification, before the close of business (usually on a Friday).

f. Reviews DD Form 577 appointing authorities annually, and retain documentation for two years. The DD Form 577s must be retained for six years after the termination of appointment.

9. The point of contact is the Resource Management Officer at 754-6099.


DARIN S. CONKRIGHT
COL, SF
Commanding

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