**DEPARTMENT OF THE ARMY**
**US ARMY INSTALLATION MANAGEMENT COMMAND**
**HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU**
**UNIT #15746**
**APO AP 96218-5746**

IMZA-HR

2015 .12. 30

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #25, Time and Attendance Concurrence and Certification

1. References:

a. DoD Federal Management Regulation, Volume 8, Chapter 2, May 2009.

b. Title 5, Code of Federal Regulations, Part 550, Pay Administration (General) Current.

c. DoD Regulation 7000.14, Financial Management Policy and Procedures, Volume 8, Civilian Pay Policy and Procedures, June 2013.

2. Purpose: To establish policies and procedures for time and attendance (T&A) concurrence and certification. Compliance with the established procedures will ensure that the attendance of employees is accurately reported and recorded in order to compute pay, allowances and leave, resulting in proper compensation for hours worked.

3. Applicability: All Department of the Army Civilian (DAC) personnel assigned to USAG Daegu.

4. General:

a. Timekeeping is a critical function that requires the involvement of the individual employee, the timekeeper and their supervisor. It requires the accurate and timely recording of T&A data and maintenance of related documentation.

b. Automated Time and Attendance Production System (ATAAPS) will be used throughout the command to record T&A for DAC personnel. ATAAPS will simplify the process reporting and recording employees' scheduled labor hours, overtime, compensatory, holidays, annual and sick leave.

5. Responsibilities:

a. Approving/Certifying Official:

(1) Directors will be designated as Approving/Certifying Officials.

(2) Will designate a primary and alternate timekeeper.

(3) Will ensure that timekeepers maintain a copy of all approved leave, overtime and compensatory documents for audit purposes.

(4) Are responsible for ensuring that all T&A is recorded accurately.

(5) Will certify on the last working day of the pay period.

(6) Primary Approving/Certifying Officials will notify the Alternate and the Directorate of Human Resources (DHR) if they will be unavailable to certify.

b. Timekeeper:

(1) Receive copies of all approved leave, overtime and compensatory time.

(2) Will ensure that all USAG Daegu DAC concur with, their T&A in ATAAPS.

(3) Will verify that data submitted correlates with all approved leave, overtime and compensatory time.

(4) Maintain copies of all approved documentation utilizing ARIMS Record Number 1x, "Time and Attendance File for Audit Purposes".

(5) Record their own T&A only if the DAC employee is the timekeeper or an employee is working alone at a remote site.

(6) Notify the Approving/Certifying Official once all Timekeeper requirements have been completed and T&A is ready for certification.

c. Employees:

(1) Provide a copy of their Letter of Employment to the DHR upon arrival to the command in order to obtain an ATAAPS account.

(2) Submit requests for leave, overtime and compensatory time to their supervisor for approval.

(3) Provide the Timekeeper with approved leave, overtime and compensatory time documents.

(4) Submit their concurrence with the labor entry in ATAAPS.

(5) Maintain a copy of all documentation until transactions can be verified against the biweekly Leave and Earning Statement.

(6) Report any labor and/or leave discrepancies to the Timekeeper and Approving Official immediately.

6. The point of contact for this memorandum is the Directorate of Human Resource, USAG Daegu at DSN 768-6922.

K TED STEPHENS
COL, AR
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