

USMEPCOM TIME AND ATTENDANCE RECORD SHEET

(For use of this form, see USMEPCOM Regulation 690-13 and the reverse side of this form)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 5301 of Title 5 of the United States Code (U.S.C.) authorizes collection of this information.
PRINCIPAL PURPOSE: To collect information for input into the Payroll System.
ROUTINE USES: To document time and attendance for payroll purposes.
DISCLOSURE: Voluntary. Failure to provide all of the requested information could lead to a delay in or rejection of payroll processing.

SECTION I. IDENTIFICATION INFORMATION

1. Name (Last, First, MI)		2. SSN (last 4)	3. Unit
<input type="text"/>		<input type="text"/>	<input type="text"/>
4. Check one <input type="checkbox"/> Original <input type="checkbox"/> Corrected	5. Pay Period <input type="text"/> through <input type="text"/>		6. Date of Test <input type="text"/>
7a. Test Site <input type="text"/>	7b. # of Examinees Projected <input type="text"/>	7c. # of Examinees Tested <input type="text"/>	

SECTION II. TIME AND ATTENDANCE

Test Administrator Input				Test Control Officer Approval (To be completed by TCO or Designee)																																			
8. Prep Time <table border="0"> <tr> <td></td> <td>Date</td> <td colspan="2">Hours Minutes</td> </tr> <tr> <td>a. Pre-Test Prep Time Used</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Post-Test Prep Time Used</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>					Date	Hours Minutes		a. Pre-Test Prep Time Used	<input type="text"/>	<input type="text"/>	<input type="text"/>	b. Post-Test Prep Time Used	<input type="text"/>	<input type="text"/>	<input type="text"/>	13. Approved Hours <table border="0"> <tr> <td></td> <td>Date</td> <td colspan="2">Hours Minutes</td> </tr> <tr> <td>a. Pre-Test</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>b. Test Day</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>c. Post-Test</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>d. Total Approved Hours</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>					Date	Hours Minutes		a. Pre-Test	<input type="text"/>	<input type="text"/>	<input type="text"/>	b. Test Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	c. Post-Test	<input type="text"/>	<input type="text"/>	<input type="text"/>	d. Total Approved Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. Travel Time and Administer <table border="0"> <tr> <td></td> <td>Hour</td> <td>Minute</td> <td>Total Time</td> </tr> <tr> <td>a. Duty Station-Departure Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>b. Site Arrival Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>c. <input type="text"/> <input type="text"/></td> </tr> <tr> <td>d. Start Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>e. Stop Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>f. <input type="text"/> <input type="text"/></td> </tr> <tr> <td>g. Site Departure Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>h. Duty Station-Arrival Time</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>i. <input type="text"/> <input type="text"/></td> </tr> </table>					Hour	Minute	Total Time	a. Duty Station-Departure Time	<input type="text"/>	<input type="text"/>		b. Site Arrival Time	<input type="text"/>	<input type="text"/>	c. <input type="text"/> <input type="text"/>	d. Start Time	<input type="text"/>	<input type="text"/>		e. Stop Time	<input type="text"/>	<input type="text"/>	f. <input type="text"/> <input type="text"/>	g. Site Departure Time	<input type="text"/>	<input type="text"/>		h. Duty Station-Arrival Time	<input type="text"/>	<input type="text"/>	i. <input type="text"/> <input type="text"/>								
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11. Total Travel/Test Time																																							
12. Total Time																																							

14. Remarks

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SECTION III. REQUIRED SIGNATURES

15. Employee Signature and Date _____
16. Supervisor Signature and Date _____
17. ATAAPS Input Date _____ 18. Total Hours Posted to ATAAPS (For Timekeeper Use Only) _____
19. Timekeeper Signature and Date _____

Note: Completed timecard should be submitted to the Test Control Officer (TCO) or designee no later than 2 duty days prior to the end of the pay period or as directed by the TCO or Timekeeper. Timecards submitted after the established cutoff time will be processed during the following pay period.

USMEPCOM TIME AND ATTENDANCE RECORD SHEET**Instructions**

Section I is self-explanatory.

Section II

Test Administrator Input:

Line 8: Enter Pre and Post-Test Prep Date and Time in part 8a and 8b.

Line 9: Add 8a and 8b to determine total hours and minutes for the Total Prep Time and enter this time on line 9.

Line 10a: Enter the Duty Station Departure Time (24 hour Clock Time)

Line 10b: Enter the Site Arrival Time

Line 10c: Subtract line 10b from line 10a for the Total Departing Travel Time. Enter this time on line 10c.

Line 10d: Enter Test Start Time

Line 10e: Enter Test Stop Time

Line 10f: Subtract line 10e from line 10d to determine the Total Testing Time. Enter this time on line 10f.

Line 10g: Enter Site Departure Time

Line 10h: Enter Duty Station-Arrival Time

Line 10i: Subtract line 10h from line 10g to determine the Total Returning Travel Time. Enter this time on line 10i.

Line 11: Add the three Total Times (lines 10c, 10f and 10i) from the right-hand column together to determine the Total Travel/Testing Time.

Line 12: Add the Total from line 11 to the Total from line 9 to determine the Total Time in line 12.

Test Control Officer Approval Input:

Line 13a: Enter the Pre-Test Date and Hours.

Line 13b: Enter the Test Day Date and Hours.

Line 13c: Enter the Post-Test Date and Hours.

Line 13d: Add lines 13a through 13c and enter this amount on line 13d for the Total Approved Hours.

Section III is self-explanatory.