



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

May 18, 2011

IOWA INSTRUCTION 360-389 – TIME AND ATTENDANCE REPORTING GUIDANCE

IA389.0 PURPOSE

This Iowa Intraoffice Instruction provides the Standard Operating Procedures (SOP) for proper recording of time and attendance in WebTCAS.

IA389.1 SCOPE

This SOP will be followed by all Iowa NRCS employees.

IA389.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA389.3 EXHIBITS

See attached.

/s/Richard Sims
State Conservationist

Attachment

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(IA Instruction 360-389 Second Edition – May 2011)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 360-389 – TIME AND ATTENDANCE

1. PURPOSE:

This Iowa Intraoffice Instruction provides the Standard Operating Procedures (SOP) for proper recording of time and attendance in WebTCAS.

2. ROLES AND RESPONSIBILITIES:

In order for the agency to capture a more accurate accounting of the time required to implement programs, an additional time reporting element is being enacted. All employees will begin to report in WebTCAS **all** hours worked, even if the employee is not compensated for the hours. Specific guidelines on hours worked and employee compensation are outlined in the following paragraphs below. Policy on established work schedules will remain the same as allowed in General Manual Title 360, Part 427.

The policy for employees covered by the Fair Labor Standards Act (FLSA) will not change. Those employees (FLSA non-exempt) are to be compensated for all hours worked in excess of their approved work schedule. In accordance with policy, any extra hours should be compensated as overtime unless the employee would prefer compensatory time (comp time) in lieu of overtime. Non-exempt employees may not work outside of their work schedule without the approval of their supervisor or supervisory chain.

FLSA-exempt employees can voluntarily work hours (not compensated) in excess of their approved work schedule; however, if exempt employees are directed by their supervisor or supervisory chain to work additional hours to meet performance expectations (goals and due dates), compensation should be provided as comp time or in some cases overtime.

The additional time reporting requirements will only apply to FLSA-exempt employees that choose to voluntarily work extra hours (not compensated). These extra uncompensated hours will be reported in WebTCAS as “Other” hours. These employees will need to edit their WebTCAS profile to add the “Other” category on their timesheet under the “Extra Hours” section of the profile. A program must be associated with the “Other” hours; therefore, the employee may need to add an “Other” category for each program if multiple programs have extra uncompensated hours worked. The clock hours for any uncompensated time will still need to be included in the “Actual/Extra Clock Hours” section. It is acceptable for an employee to report time in any of the extra hour categories along with the “Other” category on the same day; however, any hours reported in the “Other” category are not accumulated for later leave use nor are they paid to the employee.

An employee’s FLSA status can be determined by referring to block 35 of the employee’s Standard Form (SF)-50.

IOWA INSTRUCTION 360-389 – TIME AND ATTENDANCE

3. EXPLANATION

The following are examples for accurately reporting performance time:

Example #1 - Non-Exempt Employee

A soil conservationist (General Schedule [GS] 9, Step 4) has an approved Flexitour work schedule 7 a.m. to 3:30 p.m. with 30 minutes for lunch (11:30 a.m. to 12 p.m.). On a given day the employee starts work at 6:30 a.m. and works until 6:30 p.m. (last day for Conservation Stewardship Program [CSP] sign-up) resulting in an 11.5 hour work day. Under the Flexitour schedule, the employee can claim 2 hours of credit time earned working on an approved project (6:30 to 7 a.m. and 3:30 to 5 p.m.) for a total of 10 hours (8 regular and 2 credit). As a non-exempt employee, the additional 1.5 hours should be claimed as overtime (unless compensatory [comp] time is requested). The additional 1.5 hours should be charged to CSP.

Example #2 - Exempt Employee

A district conservationist (GS 11, Step 7) has an approved compressed 5-4/9 work schedule 7 a.m. to 4:30 p.m. (Monday through Thursday), 7 a.m. to 3:30 p.m. (Second Friday) and non-work day (second Friday). On a given Tuesday, the employee starts work at 7 a.m. and works until 6:30 p.m. (completing Performance Reporting System [PRS] entry for the quarter) resulting in an 11 hour work day. As an exempt employee working under the compressed work schedule the employee should claim the additional 2 hours as comp time (overtime in approved cases) if directed by the supervisor to work the additional hours. If the employee “volunteered” to work the extra hours they should be recorded as voluntary hours (non-compensated time) under the “Other” category. The extra hours should be charged to the appropriate programs being entered in PRS.

Example #3 - Exempt Employee

A state administrative officer (GS 13, Step 1) has an approved Flexitour work schedule 7:30 a.m. to 4 p.m. with 30 minutes for lunch. On a given day the employee starts work at 7:30 a.m. and works until 8 p.m. (audit samples are due) resulting in a 12 hour work day. The employee wants to get the work done on this day so they do not have to look at it again the next day (although they are not required to work late to complete the assignment). As an exempt employee who has maxed out their credit hours (reached the 24 hours limit) the additional 4 hours are considered volunteer hours and should be recorded as voluntary hours under the “Other” category.

Attachment A is an example of a printout of what the WebTCAS sheet would look like.

Approved By:

Date: May 17, 2011

/s/Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

ATTACHMENT A

EMPL ID: _____ Timekeeper: _____ Dates: Dec 19, 2010 to Jan 1, 2011
 Supervisor: _____

Program/Activity/Modifier/County	Sun 19	M 20	Tu 21	W 22	Th 23	F 24	Sat 25	Sun 26	M 27	Tu 28	W 29	Th 30	F 31	Sat 1	PP Tot
IA-SL-11 Clarke Wshd NA - Not Applicable NA IA-POLK						8.00									8.00
US-CTA-GENRL NA - Not Applicable NA IA-POLK		11.00		10.50					8.00	8.00	8.00	8.00	8.00		61.50
US-RCD Annual NA - Not Applicable NA IA-POLK			8.00		8.00										16.00
Leave Used															
Leave Clock Hours															
From:															
To:															
Week Totals				45.50						40.00					85.50
Day Totals		11.00	8.00	10.50	8.00	8.00			8.00	8.00	8.00	8.00	8.00		85.50
Actual Tour Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Extra Hours															
Credit Earned															
US-CTA-GENRL NA - Not Applicable NA IA-POLK		2.00		2.00											4.00
Other															
US-CTA-GENRL NA - Not Applicable NA IA-POLK		1.00		0.50											1.50
Actual/Extra Clock Hours															
From:									08:00	08:00	08:00	08:00	08:00		
To:		05:30	04:00	06:00	04:00	04:30			04:30	04:30	04:30	04:30	04:30		
Lunch (in minutes):															
Work Schedule: Full Time - Flexitour															
Hours:		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
From:		07:30	07:30	07:30	07:30	07:30			07:30	07:30	07:30	07:30	07:30		
To:		04:00	04:00	04:00	04:00	04:00			04:00	04:00	04:00	04:00	04:00		
Lunch (in minutes):		30	30	30	30	30			30	30	30	30	30		
Notes															