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KANSAS BULLETIN NO. KS360-12-17

SUBJECT: PER—Timekeeping Requirements and Responsibilities

Purpose. To remind all Kansas Natural Resources Conservation Service (NRCS) employees of the policy for reporting time and attendance each day and to make employees aware of the disciplinary penalties for failure to follow agency policy.

Expiration Date. September 30, 2013

Kansas NRCS Leadership has sent numerous emails to NRCS employees on the importance of timely and accurate time reporting. This bulletin **reinforces** the policy that is in place regarding time reporting.

Time and attendance policy is outlined under [General Manual \(GM\) Title 250, Part 404, Subpart D](#). Supervisors and employees should specifically review GM Title 250, Sections 404.32 and 404.33. This policy dictates that time should be reported in the official electronic system **on a daily basis**.

Employees should also refresh their understanding of policy regarding the various tours of duty under [GM Title 360, Part 427](#). There is also [Kansas supplemental policy](#) for GM Title 360, Part 427.

The U.S. Department of Agriculture's Guide for Disciplinary Penalties carries significant penalties pertaining to time reporting. The failure to comply with policy allows for penalties up to a 14-day suspension on the first offense. More importantly, the guide allows for disciplinary actions as severe as removal of an employee from service for submission of falsely stated time logs.

Therefore, it is imperative for employees to ensure timely and accurate time reporting. If an employee reports time incorrectly, the penalties can be harsh.

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State Conservationist

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