

U.S. Army Corps of Engineers (USACE)

EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET (GS)

For use of this form, see Enterprise Standard (ES) 11044; the proponent agency is CERM-BA.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Chapter 53, 55 and 81.
Principal Purpose To ensure that requests for overtime pay, differential pay, or premium pay hours are properly requested, justified and approved to substantiate time and attendance entries.
Routine Uses The "Blanket Routine Uses" published at the beginning of the DFAS compilation of systems of records notices apply to this collection.
Disclosure Voluntary; however, failure to provide requested information may result in a denial of this request. This collection is covered by DFAS Systems of Records Notice T7335, Defense Civilian Pay System (DCPS).

1. NAME (<i>Last, First MI</i>)	2. PERMANENT FOA (<i>Including Organization Code</i>)	3. DATES WORKED FROM _____ TO _____
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4. PAY PLAN	5. EMERGENCY ASSIGNMENT SITE	6. TIMEKEEPER INFORMATION (<i>i.e. Name, E-mail, Phone and/or Fax Number</i>)
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DATE		TIME*				TYPE OF PAY													MISSION NAME / CODES			
DATE	DAY	IN	OUT	IN	OUT	REG (RG)	REG W / ND (RG-ND)	SCH OVT** (OS)	UNSCH OVT (OU)	OVT W / ND (OS-ND)	SUN PREM (SG)	HOL WRKD (HG)	HOL WRKD W / ND (HG-ND)	TRVL CMP EARN (CB)	ANL LEAVE (LA)	SICK LEAVE (LS)	HOL LEAVE (LH)	OTHER LEAVE	DAILY TOTAL	FEMA MISSION NAME/NUMBER	LABOR CHARGE CODE	
	SUN																					
	MON																					
	TUE																					
	WED																					
	THU																					
	FRI																					
	SAT																					
TOTAL HOURS:																			TOTAL HOURS FOR WEEK:			

* A 30 - MINUTE UNPAID LUNCH BREAK IS REQUIRED DURING EMERGENCY OPERATIONS
 ** SCHEDULE OVERTIME WAS AUTHORIZED UNDER WORK SCHEDULE MEMO RATHER THAN BY INDIVIDUAL OVERTIME AUTHORIZATION.

8. I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE (<i>Employee Signature</i>)	9. APPROVED (<i>Emergency Supervisor Signature</i>)	10. POSTED TO THE TIME AND ATTENDANCE REPORT (<i>Timekeeper Signature</i>)	11. I CERTIFY THAT THE LABOR CODE(S) ARE CORRECT (<i>Home Station EOC Signature</i>)
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INSTRUCTIONS AND DEFINITIONS

This is a spreadsheet. The sum of the row across is total time at work. The sum of the down column is the total of each category. The hours in the regular administrative workday must total 8.00.

GS = General Schedule

REG = Regular Pay. Usually 8 hours per day, 5 days per week. The "basic 8-hour administrative workday" is usually 0700 - 1530, which includes a one-half hour break for lunch.

REG W/ND = Regular Pay with Night Differential. If applicable, night differential is authorized on the Work Schedule Memo issues by the supported Emergency Operations Center. Part of the regular administrative workday and between 1800 - 0600 (usually applied only to second and third night shifts).

SCH OVT = Scheduled Overtime. Hours in excess of REG or Holiday Worked (HOL WRKD) between 0600 - 1800 and scheduled as part of the regular tour of duty (typically 2.5 hours, 1530 - 1800).

UNSCH OVT = Unscheduled Overtime. Hours in excess of REG or HOL WRKD and not scheduled as part of the regular tour of duty (typically before 0700 or after 1930). Per ES 11044 guidance, approval of all hours in this column should have been made on an ENG 6032 prior to working the hours.

OVT W/ ND = Overtime with Night Differential. If applicable, night differential is authorized on the Work Schedule Memo issues by the supported EOC. Refers to hours in excess of REG or HOL WRKD between 1800 - 0600 and scheduled as part of the regular tour of duty (typically before 1800 - 0600) and scheduled as part of the regular tour of duty (typically 1.5 hours, 1800 - 1930).

SUN PREM = Sunday Premium Pay. Used only when Sunday is part of the regularly scheduled basic 40-hour work week.

HOL WRKD = Holiday Hours Worked. The maximum is 8 hours.

HOL WRKD W/ ND = Holiday Hours Worked with Night Differential. If applicable, night differential is authorized on the Work Schedule Memo issued by the supported Emergency Operations Center. Part of the regular administrative workday between 1800 - 0600.

TRVL CMP EARN = Travel Comp Time Earned. Any time that is accrued under this category must also have an accompanying ENG Form 6033.

ANL LEAVE = Annual Leave. Generally not allowed, except when on authorized rest and relaxation.

SICK LEAVE = Sick Leave.

HOL LEAVE = Holiday Leave. Paid holiday, non-work status.

EOC = Emergency Operations Center