



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-RM

11 APR. 2017.

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 39

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Employee Overtime and Compensatory Time Management

1. **REFERENCES:**

- (a) Title 5 of the United States Code (USC), Chapter 61, Hours of Work.
- (b) Title 5 USC, Chapter 55, Pay Administration, Subchapter V - Premium Pay.
- (c) Title 29 USC, Chapter 8, Fair Labor Standards.
- (d) Title 5 of the Code of Federal Regulations (CFR), Part 551, Pay Administration under the Fair Labor Standards Act (FLSA).
- (e) Title 5 CFR, Part 550, Pay Administration (General).
- (f) DOD Regulation 7000.14, Financial Management Policy and Procedures, Volume 8, Chapter 2, Time and Attendance, Jun 2013.
- (g) Labor Management Agreement between United States Forces, Korea (USFK) and USFK Korean Employees Union, 27 September 2011.
- (h) USFK Regulation 690-1, Civilian Personnel Regulations and Procedures, Korean Nationals, February 2011.
- (i) IMCOM Regulation 690-610, 15 May 14, Civilian Personnel Work Schedules.

2. **PURPOSE:** This Instruction prescribes policy and procedures with regards to hours of work for U.S. government and Korean National civilian employees, ensuring compliance with Office of Personnel Management (OPM), Department of Defense (DoD) and Department of the Army (DA) guidance and USFK regulation.

IMYN-RM

SUBJECT: Employee Overtime and Compensatory Time Management

3. **APPLICABILITY:** This instruction applies to U.S. government civilian, Korean National (KN), and Korean Service Corps (KSC) employees assigned or attached to U.S. Army Garrison-Yongsan (USAG-Yongsan), unless specified otherwise in interagency agreements.

4. **SCOPE:** The Resource Management office (RM) is the staff proponent for this policy and will ensure compliance. All requests for Premium Pay, CT, and TCT will be processed and reported in accordance with the following policy.

5. **POLICY:**

- (1) Legislation, directives and regulations, establish standards for defining the minimum level of quality acceptable for time and attendance accountability. Internal controls must be established to provide reasonable assurance that the objectives of the systems will be accomplished.
- (2) Access to resources and records will be limited to authorized individuals. The rationale restricting access is to help reduce the risk of unauthorized use or loss to the Government, and to help achieve the directives of management. Periodical comparison of resources and recorded accountability will be made to determine whether the two agree.
- (3) The certification of time and attendance is an authorization for expenditure of Government funds. Accordingly, the certifying official may be held pecuniary liable for illegal, improper, or incorrect payment resulting from their certification.

6. **Roles and Responsibilities:**

- (1) Employee User: A user has non-privileged access in ATAAPS and does not require completion of a DD Form 2875, System Authorization Access Request (SAAR). The user/employee is able to record their own timecard information each pay period in ATAAPS. Users are responsible for the following:
 - a) Ensuring scheduled hours in ATAAPS accurately reflect the authorized work schedule for each pay period.
 - b) Providing an electronic accounting of hours worked and leave taken by the established deadline for each pay period.
 - c) Accurately coding all work or leave hours each pay period.
 - d) Electronically "concurring" on time worked and leave taken once hours are accurately accounted for.

IMYN-RM

SUBJECT: Employee Overtime and Compensatory Time Management

(2) Timekeeper: A timekeeper has privileged access in ATAAPS that requires completion of a DD Form 2875. The timekeeper only has access to employees assigned to a specific team(s); that access is established by a Super User. Timekeeper responsibilities pertaining to their team(s) include maintaining employee schedules, and enter T&A for employees who do not have access ATAAPS or who are unavailable when T&A is due. Additional responsibilities include the following:

- a) Maintaining employee personnel data and pre-determined work schedules for each account, including making changes approved by the Employee User or Certifier.
- b) Changes to work schedules must be approved by the Certifier.
- c) When requested by either the employee or supervisor, entering or correcting the time worked for an employee who is unavailable to enter or correct their own time before the end of the pay period.
- d) Ensuring employees have entered their T&A within established timelines and concurred each pay period.
- e) Verifying that supporting documentation for all leave usage, premium pay, and compensatory time for travel is recorded and properly maintained.
- f) Reminding the Certifier to review and approve any retro-certifications for previous pay periods.

(3) Certifier: Will complete and submit a DD Form 2875 and DD Form 577 to HQ to obtain the certifier role in ATAAPS system. Certifiers are supervisors authorized to approve or disapprove leave and premium time requested and to certify T&A for employees assigned to their ATAAPS roster. In addition to ensuring all T&A is accurate and complete in ATAAPS, responsibilities include the following:

- a) Establishing guidelines for employee timecard submission deadlines and manage timekeeping functions.
- b) Reviewing, verifying, and taking action on all requests for leave, premium pay, compensatory time, and compensatory time for travel.
- c) Ensuring the information on the request is accurate (e.g. dates and times are correct; reason for premium time is valid). Approving or disapproving requests in a timely manner.
- d) Reviewing, verifying, and maintaining awareness of employee sick, annual, and compensatory leave balances to ensure compliance with all rules, regulations, policies, and laws.
- e) Ensuring employees indicate (Labor Type Hour Code) all work/leave hours each pay period.

IMYN-RM

SUBJECT: Employee Overtime and Compensatory Time Management

- f) Providing employees and timekeeper's time to carry out their timekeeping responsibilities. Ensuring timekeepers are properly trained.
- g) Ensuring compliance with all pay, leave, and timekeeping regulations and policies, maintaining the appropriate level of security for their employees.

7. PROCEDURES:

a. General

1. U.S. employees input their T&A data in ATAAPS. T&A data must be inputted and certified by COB Friday at the end of each pay period. When the Friday is a Holiday, T&A will be completed by COB on Thursday. Retroactive changes in ATAAPS must be accomplished within 3 pay periods.
2. KN timekeepers input KN employees' T&A data in KTAM and T&A data/report should be transmitted to arrive at the payroll office (KN Pay Division, 175th Financial Management Center (FMC) NLT close of business on the first workday following the end of the pay period.
3. The Korean National Pay System (KTAM) will allow activities to submit T&A data from three (3) workdays before the end of the pay period to the first (1) workday after the end of the pay period. Late T&A reports will result in retroactive payments during the subsequent pay cycle.
4. Employees who work beyond the normal tour of duty will receive overtime or compensatory time when the request is documented and approved on IMCOM Form 1-H.
5. Upon approval and subsequent completion of the premium work, the supervisor will certify in the remarks section on the reverse side of IMCOM Form 1-H that the work was actually performed. Overtime and Compensatory Time requests are estimates of anticipated hours worked and should not exceed the approved hours without a resubmission and additional approval. Completed IMCOM Form 1-H will be routed to the DRM Budget Office for the purposes of identifying the cost of overtime and compensatory time if not taken within a year. DRM requires this information to identify hourly rate costs associated with OT/CT for end of fiscal year closeout.
6. Each employee's time and attendance report shall be certified correct by the employee's supervisor at the end of the pay period. The certifying official must be in the employee's direct supervisory chain. Certification shall not ordinarily

IMYN-RM

SUBJECT: Employee Overtime and Compensatory Time Management

be made earlier than the last workday of the pay period. Certified time and attendance source documents are subject to audit by General Accounting Office (GAO), U.S. Army Audit Agency (USAAA), Internal Review (IR), and other inspection teams. Certifying officials are responsible for furnishing justification or clarification of certified time and attendance.

7. Supervisors and timekeepers will monitor the use of annual leave and compensatory time earned to ensure compensatory time is used prior to annual leave. An annual leave plan must ensure that compensatory time is included to preclude loss of leave or conversion of compensatory time to payment as overtime.
8. Employee must make timely requests and schedule leave in advance.
9. Records Retention. Time and attendance records shall be maintained in accordance with records retention requirements as set forth in AR 25-400-2. Army Records Information Management System (ARIMS). Documents to be retained include paper time and attendance input forms completed by the employee of labor hours worked, leave taken (OPM Form 71) and other absences.

8. Questions concerning this policy can be addressed to Director, Resource Management at DSN 738-8447.

- 2 Encls
1. IMCOM Form 1-H, Mar 14
 2. Travel Comp Time Request



J. SCOTT PETERSON
COL, CA
Commanding

DISTRIBUTION:
A

Travel Comp Time Request

Traveler (LASTNAME, Firstname)	
TDY Description	
TDY Location	

Flight Calculations	Enroute to TDY	Enroute to Home Station
	Departure Flight 1	Return Flight 1
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	hrs
Calculated Flight Time	hrs	hrs
	Departure Flight 2	Return Flight 2
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	hrs
Calculated Flight Time	hrs	hrs
Total Calculated Flight Time	hrs	hrs

Comp Time Calculations	Enroute to TDY	Enroute to Home Station
Flight Time	hrs	hrs
Airport Commute	hrs	hrs
Airport Wait	hrs	hrs
Post-flight Commute	hrs	hrs
Total travel time	hrs	hrs
Minus		
Normal Commute Time	hrs	hrs
Travel considered regular work hours	hrs	hrs
Required bona fide meal period	00:00 hrs	00:00 hrs
Additional meal/shopping time to deduct	hrs	hrs
Total Time Deducted	hrs	hrs
Creditable Comp Time	hrs	hrs

Creditable Comp Time	00:00 hrs	00:00 hrs
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Total Creditable Comp Time	00:00 hrs
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Employee Signature

03 Apr 2017

Supervisor Signature (Compensatory Time Approving Official)

Travel Comp Time Request Sample

Instructions

Note Enter times in standard time format. All numbers are displayed in standard time format. Do not enter any special characters, e.g. ":", or "-".

Samples:

- 0.5 hours (One and a half hour): Type "030". It will show as "00:30"
- 2.0 hours (Two hours): Type "200". It will show as "02:00"
- 2.75 hours / 02:45 hours (Two hours and 45 minutes): Type "245". It will show as "02:45".

- Scenario 1** No leave taken in conjunction with TDY
- Scenario 2** Use **Departure Flight 1** and **Return Flight 1** for entire flight itinerary.
- Scenario 3** Leave taken in conjunction with TDY- TDY flight legs are interrupted by extended layover or leave. Use **Departure Flight 1** and **Return Flight 1** for entire flight itinerary. Use **Departure Flight 1** and/or **Departure Flight 2** and **Return Flight 1** and/or **Return Flight 2**, splitting the affected flight into two separate flights.

Traveler (LASTNAME, Firstname)	LASTNAME, Firstname
TDY Description	CES Intermediate Course
TDY Location	FT Leavenworth, KS

Flight Calculations		Enroute to TDY		Returning to Home-Station	
Departure Date (Origin time zone)	20131130	Departure Flight 1	20131221	Return Flight 1	20131221
Departure Time (Origin time zone)	11:00 hrs		07:05 hrs		
Arrival Date (Destination time zone)	20131130		16:40 hrs	Return Flight 2	18:35 hrs
Arrival Time (Destination time zone)	12:40 hrs		15:00 hrs		
Time Difference	15:00 hrs		18:35 hrs		
Calculated Flight Time	16:40 hrs				
Departure Date (Origin time zone)		Departure Flight 2			
Departure Time (Origin time zone)	hrs				
Arrival Date (Destination time zone)	hrs				
Arrival Time (Destination time zone)	hrs				
Time Difference	hrs				
Calculated Flight Time	16:40 hrs				18:35 hrs
Total Calculated Flight Time					

Dates must be entered as YYYYMMDD

Times must be entered as HHMM in standard time format.

Enter Flights Enroute to TDY Location in left column
 If you have an extended layover (i.e for leave enroute) split travel between Departure Flights 1 & 2. No travel comp time is earned during extended layover. (Example: Fly Thursday to 1st airport and take a long layover.)
 Combine flight legs for travel uninterrupted by extended layover(s) into one flight. Travel time is earned for unavoidable layover wait(s) in airport between flights.

Enter Flights for Return Trip right column
 If you have an extended layover (i.e for leave enroute) split travel between Return Flights 1 & 2. No travel comp time is earned during extended layover. (Example: Fly Friday to 1st airport and take a long layover.)
 Combine flight legs for travel uninterrupted by extended layover(s) into one flight. Travel time is earned for unavoidable layover wait(s) in airport between flights.

Time Difference
 Total time difference departing should be equal to total time difference returning.

Travel Comp Time Request Sample

Comp Time Calculations	Enroute to TDY	Returning to Home Station
Flight Time	16:40 hrs	18:35 hrs
Airport Commute	01:00 hrs	00:30 hrs
Airport Wait	03:00 hrs	02:30 hrs
Post-flight Commute	01:00 hrs	01:00 hrs
Total travel time	21:40 hrs	22:35 hrs
Minus		
Normal Commute Time	01:00 hrs	01:00 hrs
Travel considered regular work hours	00:00 hrs	00:00 hrs
Required bona fide meal period	01:00 hrs	01:00 hrs
Additional meal/shopping time to deduct	00:00 hrs	00:00 hrs
Total Time Deducted	02:00 hrs	02:00 hrs
Creditable Comp Time	19:40 hrs	20:35 hrs
Creditable Comp Time	19:45 hrs	20:30 hrs
Total Creditable Comp Time	40:15 hrs	

Flight Time:
Automatically converted to standard hours.
Airport Commute
Enter the commute time to the airport.
Airport Wait
Wait at initial airport. Standard international wait time is 3 hours.
Post-flight Commute
Enter the time expected from touchdown at destination airport to TDY location/home.

Normal Commute Time
If traveling on a work day, normal commute time (round-trip) must be entered. (Example: 15 min each way = .5 hours total)
Travel considered regular work hours
If traveling as part of duty day, you must enter the hours here. (Example: Departing flight is on Thursday; 8 hours are deducted. Returning flight is on Friday & Saturday; 8 hours are deducted for Friday.
Requested bona fide meal period
Minimum of 00:30 hours per 08:00 hours of travel. Calculated automatically.
Additional meal/shopping time to deduct
Time spent at duty free shops, airport restaurants, bars, etc, in excess of the mandatory meal period.

Signatures
Must be signed by the employee and supervisor.
Attach signed copy along with flight itinerary to DTS authorization as a substantiating record.
RMO will forward travel comp time request to the Commander or Compensatory Time Approving Official in conjunction with the TDY request.
Once the travel comp time has been signed by Commander or Compensatory Time Approving Official, RMO will email a copy to the employee and his/her timekeeper.

Employee Signature

03 Apr 2017

Supervisor Signature (Compensatory Time Approving Official)

REQUEST AUTHORIZATION AND REPORT OF OVERTIME AND COMPENSATORY TIME

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

THRU (if applicable)	TO (Approving Official)	From (Office, Div, Branch, Section, Unit)

1. A sperate request for overtime shall be prepared in and original and two copies for each day in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned.
2. Enter the name of the employee, grade and step, date work is to be performed, the clock hours of duty, number of overtime hours to be worked by each employee and the method of compensation.
3. The requested official shall sign the request and submit to the appropriate authorizing official. If the authorizing official concurs he/she shall sign the form and return a copy to the requesting office. The original will be forwarded to the ATAAPS timekeeper.

Authority requested for overtime beyond the regular tour of duty for the respective employee(s).

					METHOD OF COMPENSATION			
Employee Name (Last, First, MI.)	Grade & Step	Date work is to be performed	Duty Clock Hours	Number of hours requested	Overtime	Holiday	Comp Time	Travel Comp Time
				Total Hours				

Note: Employees occupying wage grade positions may not be granted compensatory time, except for employees working alternate work schedules. Compensatory time cannot be granted for holiday work.

NATURE OF DUTIES AND JUSTIFICATION FOR OVERTIME:

(Enter a short description of the work to be performed and the reason why it must be performed by overtime)

--

NAME AND TITLE OF REQUESTOR

--

SIGNATURE OF REQUESTOR

--

DATE

--

NAME AND TITLE OF AUTHORIZING OFFICIAL

--

SIGNATURE OF AUTHORIZING OFFICIAL

--

DATE

--

REMARKS

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