Instructions for Completing
TIME AND ATTENDANCE LOG
*(Information required to be completed will vary
depending on employment type/management)*

ITEMS 1 THROUGH 5: Self-explanatory

ITEM 6: Enter Total sick and annual leave used for the current pay period.

ITEM 7: Enter a "1" for 1st week scheduled for overtime, "2" for 2nd week scheduled for overtime, "3" for both weeks scheduled for overtime. If overtime is not regular scheduled leave this field blank.

ITEM 8: Enter Pay Period dates.

ITEMS 9 THROUGH 11: Complete the Time in Block for the day showing the clock time when the employee starts work. Complete the Time Out block for the day showing clock time when the employee stopped work. If the employee is not in work status for any part of the day complete the Absent from/to blocks showing clock time when absence began and ended. Employee/supervisor initial appropriate block at the end of each day certifying that times shown in Time In/Out and Absent From/To blocks are correct.

ITEM 12: Enter accounting data information, if required.

ITEM 13: Under TRANSACTION enter the appropriate transaction code, and, if needed a prefix and/or suffix, for each line item. *(See PC - TARE handbook for all available codes.)*

ITEM 14: At the end of each day, allot the appropriate number of hours to each transaction code/accounting data information. *(This includes Compensatory Time Used and Overtime Worked.)*

ITEM 15: Enter the hours worked or leave taken under TOTAL HOURS - 1st WEEK and 2nd WEEK.

ITEM 16: Enter Total Time with Pay for each Day.

ITEM 17: Enter Total Weekly Time in Pay Status for each week.

ITEM 18: At the end of each day, allot the appropriate number of hours of Other Time, including designation of the category. Included under this section are Credit Hours *(Earned)* - when appropriate, Leave Without Pay *(LWOP)*, Absence Without Official Leave *(AWOL)*, and Compensatory Time Earned.

ITEM 19: Enter hourly total, by week allotted to each category of Other Time *(includes Credit Hours (Earned))*, Leave Without Pay *(LWOP)*, Absence Without Official Leave *(AWOL)*, and Compensatory Time Earned.

NOTE: For full-time employees, credit hours may not be earned until 80 hours of regular time *(code 01)* or a combination of 80 hours of regular time *(code 01)* and holiday time *(code 66)* have been earned.

NOTE: For part-time employees, credit hours may not be earned until employees have completed the number of hours comprising their basic work requirement for the pay period.

NOTE: Senior Executive Service employees cannot earn credit hours.

ITEM 20: Enter total hours of Other Time for each day shown under Item 18.

ITEM 21: Enter total weekly Other Time *(Hours)*.

TRANSACTION CODES

01 - Regular Time - Base Rate
04 - Sunday Differential
05 - Sunday Differential with Night Differential
11 - Night Differential
12 - Compensatory Time Earned with Night Differential
13 - Night Differential on Sunday Double Time *(See T/C 22)*
14 - Hazard Pay Differential
17 - Commute Use of Government Auto
18 - Overtime on Grain Appeal
19 - Overtime Over 8 Hours Per Pay Within 40 Hour Week
21 - Overtime Over 40 Hours Per Week
22 - Double Time for Sunday Work *(Plant Quarantine & Animal Health Import-Export Inspectors Only)*
23 - Overtime Under FLSA Only
24 - Overtime Travel Under Title V
25 - Overtime in Excess of 40 Hours Per Week With NIght Differential
26 - Overtime Over 8 Hours Per Day Within 40 Hour Week With Night Differential
29 - Credit Leave Earned
30 - Overtime Call Back - No Work Performed - Compensable Under Title V Only
31 - Holiday Work
32 - Compensatory Time Earned in Lieu of Overtime at the Premium Rate
33 - Overtime Call Back - No Work Performed on Sunday *(Plant Quarantine and Animal Inspection Import-Export Inspectors Only - Compensable Under Title V Only)*
35 - Regular Time - Basic, Renegotiations or Reopener Negotiations
36 - Regular Time - Mid Term Negotiations
37 - Regular Time - On-going Labor-Management Relationship
38 - Regular Time - Grievances and Appeals
40 - Home Leave Earned
41 - Administratively Uncontrollable Overtime *(AUO)* or Standby Time *(Annual Basis)*
45 - Begin Cost of Living Allowance
46 - Begin Foreign Post Differential
47 - Discontinue Cost of Living Allowance
48 - Discontinue Foreign Post Differential
49 - Remote Worksite Allowance/Quarters Allowance
50 - Credit Leave Taken
60 - Compensatory Time Used - Religious Observance
61 - Annual Leave Taken
62 - Sick Leave Taken
63 - Restored Annual Leave
64 - Compensatory Time Used
65 - Military Leave - Regular
66 - Other Leave Taken
67 - OWCP Injury Leave
68 - Military Leave - Emergency
69 - Home Leave
71 - Leave Without Pay *(LWOP)*
72 - Absence Without Official Leave *(AWOL)*
73 - Suspension
74 - Furlough
86 - Commisary Deduction
89 - Imprest Fund Deduction
91 - Quarters/Subsistence Deduction
92 - Meals Deduction

APPROVED QUARTER HOUR INCREMENTS	USDA - MRP

.1 = 15 Minutes
.2 = 30 Minutes
.3 = 45 Minutes
1. = 1 Hour

TIME AND ATTENDANCE LOG

1. EMPLOYEE NAME *(Please Print - Last, First, MI)*	2. SCHEDULED TOUR	3. SOCIAL SECURITY NUMBER	4. YEAR	5. PAY PERIOD	6. TOTAL LEAVE USED THIS PAY PERIOD	ANNUAL	SICK
INSTRUCTIONS: Please read Instructions on reverse before completing form.	7. REGULAR SCHEDULED OVERTIME	8. PAY PERIOD COVERING	FROM:			TO:	

9. TIME		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	REMARKS
	IN															
	OUT															
	IN															
	OUT															
10. ABSENT	FROM															
	TO															
	FROM															
	TO															
11. INITIALS	EMPLOYEE															
	SUPERVISOR															

12. ACCOUNTING DATA	13. TRANSACTION			14. TIME IN PAY STATUS *(Hours)*														15. TOTAL HOUR	
	PRE-FIX	CODE	SUF-FIX	1	2	3	4	5	6	7	8	9	10	11	12	13	14	1ST WK	2ND WK
				SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
Regular Time		01																	
Annual Leave		61																	
Sick Leave		62																	
Holiday *(Other)*		66																	
Credit Hours *(Used)* *(Maxiflex Only)*		50																	
16. TOTAL TIME WITH PAY																		17a.	17b.

18. OTHERTIME *(Hours)*																			
Credit Hours *(Earned)* *(Maxiflex Only)*		29																	19a.	19b.
20. TOTAL OTHER TIME																		21a.	21b.

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