

US Army Corps of Engineers
EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

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(S): 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 USE(S): 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 System of Records Notice T7335, Defense Civilian Pay System (DCPS).

NAME (Last, First MI)	PERMANENT ORGANIZATION (Including Office Symbol)	DATES WORKED	
		FROM (YYYYMMDD)	TO (YYYYMMDD)
PAY PLAN (GS, FWS, etc.)	EMERGENCY ASSIGNMENT SITE	TIMEKEEPER'S NAME (Last, First MI)	FAX NUMBER

DATE	TIME*				TYPE OF PAY												ASSIGNMENT / CODES						
	IN	OUT	IN	OUT	GS	REG	REG W/ND	SCH OVT***	UNSCH OVT	OVT W/ND	SUN PREM	HOL WKD	TVL CMP EARN	AL	SL	HOL LV	OTHER LV	DAILY TOTAL	FEMA MISSION ASSIGNMENT	LABOR CHARGE CODE			
DAY OF THE WEEK					FWS	REG SHIFT 1	REG SHIFT 2	REG SHIFT 3	SCH OVT	UNSCH OVT	SUN PREM	HOL WKD	TVL CMP EARN	AL	SL	HOL LV	OTHER LV						
					WB	REG		SCH OVT	UNSCH OVT		SUN PREM	HOL WKD	TVL CMP EARN	AL	SL	HOL LV	OTHER LV						
					RAC	REG	REG SHIFT 1	REG SHIFT 2	REG SHIFT 3	UNSCH OVT													
SUN																							
MON																							
TUE																							
WED																							
THU																							
FRI																							
SAT																							
TOTAL HOURS SHIFT TYPE																		TOTAL HOURS FOR WEEK					

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

I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE. (Employee's Signature)	APPROVED (Emergency Supervisor's Signature)	I CERTIFY THAT THE LABOR CODE(S) ARE CORRECT. (Home Station EOC Signature)	POSTED TO THE TIME AND ATTENDANCE REPORT. (Home Station Timekeeper Signature)
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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.

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 issued by the supported Emergency Operations Center. Part of the regular administrative workday and between 1800-0600 (usually applies only to second or third night shifts).

REG SHIFT 1 = Prevailing rate employees who work the majority of their shift (more than 5 hours) during the day. This includes the RAC WG/WL annuitants.

REG SHIFT 2 = Prevailing rate employees who work the majority of their shift between the hours of 1500 and 2400. This includes the RAC WG/WL annuitants.

REG SHIFT 3 = Prevailing rate employees who work the majority of their shift between the hours of 2300 and 0800. This includes the RAC WG/WL annuitants.

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

OVT W/ND = Overtime with Night Differential. If applicable, night differential is authorized on the Work Schedule Memo issued by the supported EOC. Refers to hours in excess of REG or HOL WKD 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).

UNS OVT = Unscheduled Overtime. Hours in excess of REG or HOL WKD and not scheduled as part of the regular tour of duty (typically before 0700 or after 1930); all overtime for intermittent employee (RAC).

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

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

ANN LV = Annual Leave. Generally not allowed, except when on authorized rest and relaxation.

SICK LV = Sick Leave.

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

WB = Power Plant

RAC = Rehired Annuitant Cadre.