

**Guide  
for  
Timekeeping**

**August 5, 1998  
Updated March 2005**

**U.S. Department of Health and Human Services  
Program Support Center  
Office of Human Resources Service  
Systems Design and Analysis Division**

## **ABOUT THIS GUIDE**

---

*Introduction* This guide replaces the Department of Health and Human Services (DHHS) *Timekeeping Manual for Timekeepers/Supervisors*, 1993 version.

---

*Caution* The guide addresses Departmental policy which is on occasion modified at the Operating Division Level. When discrepancies between the two occur, consult your payroll liaison for clarification or guidance.

---

*Use* The *Guide for Timekeeping* is intended to be used in conjunction with the **User Manual** for the automated timekeeping system you are using. It covers the rules, regulations, and Department policy for leave, time and attendance, whereas the *User Manual* for the automated system you are using provides detailed procedures for the use of the software to record, certify, and transmit time and attendance data.

---

*To Obtain Copies* Individual requests for the *Guide for Timekeeping* may be directed to your payroll liaison. Payroll liaisons may obtain copies through the Office of Human Resources Service Helpdesk at the following address:

Department of Health and Human Services  
Program Support Center  
HRS Helpdesk  
8455 Colesville Road - Suite 700  
Silver Spring, MD 20910

(Internet address: [HRSHELP@HRS.PSC.DHHS.GOV](mailto:HRSHELP@HRS.PSC.DHHS.GOV))

*Important*



As many authorities have been delegated down to the Operating Division (OPDIV) levels, it is important that you have a copy of your OPDIVs policy to use in conjunction with this guide. We recommend that you file a copy of your OPDIVs policy with your copy of the guide.

Be sure to read the first two chapters of this guide *before* looking at the rest of it. Many of the concepts and definitions which you need to understand before you can learn the rules of timekeeping are presented in these two chapters.

---

# **Contents**

---

## **Chapter 1. Timekeeping Responsibilities**

Timekeeper .....	1-1
Others Involved in Timekeeping .....	1-3
Prohibited Timekeeping Procedures .....	1-7
Forms Used by Timekeepers .....	1-8
The Administrative Time and Leave Record (HHS-564).....	1-9
Maintaining the Time and Attendance File .....	1-15

## **Chapter 2. Basic Timekeeping Information**

General Terms.....	2-1
Paid and Unpaid Status .....	2-3
Types of Appointments.....	2-5
Types of Tours and Schedules .....	2-7
Types of Employees.....	2-9
Pay Plan Table .....	2-12
The Fair Labor Standards Act (FLSA) .....	2-14
New Employees .....	2-15
Employee Separates or Transfers .....	2-16
Detail to Another Office .....	2-18
Errors and Omissions.....	2-19
The Leave and Earnings Statement - Sample .....	2-20

## **Chapter 3. Regular Hours**

Overview.....	3-1
General Schedule Employees .....	3-2
Federal Wage System Employees.....	3-2
Meal Breaks .....	3-3
Fractions.....	3-3
Daylight Savings Time .....	3-3

## **Chapter 4. Paid Leave and Holidays**

Overview.....	4-1
Holiday Not Worked.....	4-2
Application for Leave - The SF-71 .....	4-3
Sick Leave.....	4-5
Accrual.....	4-5

Loss of Accrual .....	4-5
Rules .....	4-6
Use .....	4-7
The Federal Employees Family Friendly Leave Act (FFLA).....	4-8
Advanced Sick Leave .....	4-10
Annual Leave .....	4-12
Accrual .....	4-12
Appointments Less Than 90 Days .....	4-13
Loss of Accrual .....	4-13
Special Accrual (Leave Category 6).....	4-13
Change in Leave Category.....	4-13
Maximum Carryover.....	4-14
Advanced Annual Leave.....	4-15
Restored Annual Leave - Introduction.....	4-15
Conditions for Consideration.....	4-16
Exigency .....	4-16
Extended Exigency .....	4-18
Time Limit for Use .....	4-19
Procedures for Requesting .....	4-20
Documents Required.....	4-21
Forms .....	4-25
Changing Annual Leave to Sick Leave and Vice Versa.....	4-27
Military Leave - Introduction .....	4-28
Regular Military Leave .....	4-29
Special Military Leave.....	4-31
Military Leave for Parades and Encampments .....	4-31
Leave Without Pay - Military .....	4-31
Military Leave - Quick Reference Table .....	4-32

#### **Chapter 4. Paid Leave and Holidays (cont.)**

Administrative Leave.....	4-33
Administrative Leave Situations.....	4-33
Bone-Marrow or Organ Donors.....	4-33
Official Time.....	4-34
Court Leave.....	4-35
Jury Duty.....	4-36
Witness Duty.....	4-36
Court Order .....	4-36
Certificate of Attendance .....	4-37
Fees and Expense Money .....	4-37

Court Leave - Quick Reference Table .....	4-38
Funeral Leave .....	4-39
Funerals - Law Enforcement Officers/Firefighters.....	4-39
Home Leave .....	4-40
Time Off Award.....	4-42
The Family and Medical Leave Act (FMLA).....	4-43

## **Chapter 5. Unpaid Leave**

Overview.....	5-1
Unpaid Leave and Holidays.....	5-2
Leave Without Pay.....	5-3
Extended Leave Without Pay.....	5-4
Absence Without Leave.....	5-5
Suspension .....	5-6
Furlough.....	5-7
Substituting Overtime for Unpaid Leave.....	5-8

## **Chapter 6. Continuation of Pay**

Introduction.....	6-1
Requirements .....	6-2
Day of Injury.....	6-3
Charging COP .....	6-3
COP Depleted .....	6-3
Medical Visits/Certificates .....	6-5

## **Chapter 7. Religious Compensatory Time**

Introduction.....	7-1
Rules .....	7-1
Requesting Religious Compensatory Time .....	7-2
Evaluating Requests.....	7-2
Employee Separates.....	7-3

## **Chapter 8. Compensatory Time Off for Travel**

Introduction.....	8-1
Eligibility .....	8-1
Rules .....	8-2
OPM Examples .....	8-4

## **Chapter 9. Temporary Closing of the Workplace**

Introduction.....	9-1
Definitions .....	9-1
Rules .....	9-2
Special Situations.....	9-3
Tables (Charging Leave or Excusing Absence) .....	9-4
Alternative Work Schedules .....	9-6

## **Chapter 10. Premium Pay and Differentials for General Schedule Employees**

Overview.....	10-1
Overtime .....	10-2
Regularly Scheduled Overtime .....	10-7
Unscheduled Irregular or Occasional Overtime .....	10-8
Preshift and Postshift Activities.....	10-9
Callback Overtime .....	10-10
Administratively Uncontrollable Overtime .....	10-11
Regularly Scheduled Standby Duty .....	10-12
PL85-580 Overtime .....	10-15
Law Enforcement Availability Pay.....	10-16
Compensatory Time.....	10-17
Holiday Worked.....	10-20
Night Differential.....	10-22
Sunday Premium Pay .....	10-29
Two Tours on Sunday .....	10-33
Hazard Differential .....	10-34

## **Chapter 11. Premium Pay and Differentials for Federal Wage System Employees**

Overview.....	11-1
Overtime .....	11-2
Night Differential.....	11-5
Temporary or Substitute Tour.....	11-10
Sunday Premium Pay .....	11-15
Two Separate Tours .....	11-18
Environmental Differential .....	11-21
Tables of Exposure Categories and Percentages .....	11-23
Computing EDP Rates .....	11-25
Actual Exposure - Rules .....	11-27
Per Shift Basis - Rules .....	11-31

## **Chapter 12. Other Employees**

Part-time Employees .....	12-1
Additional Hours and Overtime.....	12-2
Differentials .....	12-4
Holiday Not Worked.....	12-5
Holiday Worked.....	12-7
Paid Leave.....	12-10
Unpaid Leave.....	12-18
Compensatory Time.....	12-19
Religious Compensatory Time .....	12-19
Time Off Award.....	12-19
Military Leave.....	12-20
Continuation of Pay .....	12-23
Alternative Work Schedules .....	12-25
Intermittent Employees .....	12-27
Student Educational Employment Program.....	12-28
Temporary Employees .....	12-30
Appointments Less Than 30 Days .....	12-30
1040-Hour Appointments .....	12-30
Experts/Consultants .....	12-32
Firefighters.....	12-36
Law Enforcement Officials.....	12-43

## **Chapter 13. Title 38 (Baylor/Non-Baylor/Physician Special Pay)**

Overview.....	13-1
Non-Baylor .....	13-3
Baylor Plan .....	13-8
Physician Special Pay .....	13-24

## **Chapter 14. Alternative Work Schedules**

Overview.....	14-1
Compressed Work Schedules - Overview .....	14-2
Regular Hours .....	14-3
Overtime and Compensatory Time .....	14-4
Night Differential.....	14-6
Sunday Premium Pay .....	14-7
Holiday Worked.....	14-8
Leave.....	14-9
Holiday Not Worked.....	14-10

Military Leave.....	14-14
Continuation of Pay .....	14-16
Religious Compensatory Time .....	14-17
Home Leave.....	14-19
Time Off Award.....	14-20
Flexible Work Schedules - Overview.....	14-21
Credit Hours.....	14-23
Holiday Not Worked.....	14-26
Leave.....	14-28
Overtime .....	14-31
Compensatory Time.....	14-33
Night Differential.....	14-34
Sunday Premium Pay .....	14-35
Holiday Worked.....	14-36

### **Chapter 15. FLSA Non-Exempt Employees**

The Fair Labor Standards Act.....	15-1
The Federal Employees Pay Comparability Act.....	15-1

### **Chapter 16. Voluntary Leave Transfer Program**

Overview.....	16-1
Leave Recipient .....	16-5
Keeping Track of VLTP .....	16-8
VLTP Log (Blank).....	16-11/12
Leave Donor.....	16-13
Interagency Transfers .....	16-14
Medical Emergency Ends .....	16-15

Appendix A .....Payroll Letters