USMEPCOM TIME AND ATTENDANCE RECORD SHEET

(For use of this form, see USMEPCOM Regulation 690-13 and the reverse side of this form)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 5301 of Title 5 of the United States Code (U.S.C.) authorizes collection of this information.

PRINCIPAL PURPOSE: To collect information for input into the Payroll System.

ROUTINE USES: To document time and attendance for payroll purposes.

DISCLOSURE: Voluntary. Failure to provide all of the requested information could lead to a delay in or rejection of payroll processing.

SECTION I. IDENTIFICATION INFORMATION

1. Name (Last, First, MI)

2. SSN (last 4)

3. Unit

4. Check one

☐ Original   ☐ Corrected

5. Pay Period   through

6. Date of Test

7a. Test Site

7b. # of Examinees Projected

7c. # of Examinees Tested

SECTION II. TIME AND ATTENDANCE

Test Administrator Input

Test Control Officer Approval
(To be completed by TCO or Designee)

8. Prep Time   Date   Hours Minutes

  a. Pre-Test Prep Time Used

  b. Post-Test Prep Time Used

9. Total Prep Time

  Clock Time:

10. Travel Time and Administer   Hour   Minute   Total Time

  a. Duty Station-Departure Time

  b. Site Arrival Time   **c.**

  d. Start Time

  e. Stop Time   **f.**

  g. Site Departure Time

  h. Duty Station-Arrival Time   **i.**

11. Total Travel/Test Time

12. Total Time

13. Approved Hours

	Date	Hours	Minutes
a. Pre-Test			
b. Test Day			
c. Post-Test			
d. Total Approved Hours			

14. Remarks

SECTION III. REQUIRED SIGNATURES

15. Employee Signature and Date _____

16. Supervisor Signature and Date _____

17. ATAAPS Input Date _____ **18. Total Hours Posted to ATAAPS (For Timekeeper Use Only)** _____

19. Timekeeper Signature and Date _____

Note: Completed timecard should be submitted to the Test Control Officer (TCO) or designee no later than 2 duty days prior to the end of the pay period or as directed by the TCO or Timekeeper. Timecards submitted after the established cutoff time will be processed during the following pay period.

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Instructions

Section I is self-explanatory.

Section II
Test Administrator Input:
Line 8: Enter Pre and Post-Test Prep Date and Time in part 8a and 8b.
Line 9: Add 8a and 8b to determine total hours and minutes for the Total Prep Time and enter this time on line 9.
Line 10a: Enter the Duty Station Departure Time (24 hour Clock Time)
Line 10b: Enter the Site Arrival Time
Line 10c: Subtract line 10b from line 10a for the Total Departing Travel Time. Enter this time on line 10c.
Line 10d: Enter Test Start Time
Line 10e: Enter Test Stop Time
Line 10f: Subtract line 10e from line 10d to determine the Total Testing Time. Enter this time on line 10f.
Line 10g: Enter Site Departure Time
Line 10h: Enter Duty Station-Arrival Time
Line 10i: Subtract line 10h from line 10g to determine the Total Returning Travel Time. Enter this time on line 10i.
Line 11: Add the three Total Times (lines 10c, 10f and 10i) from the right-hand column together to determine the Total Travel/Testing Time.
Line 12: Add the Total from line 11 to the Total from line 9 to determine the Total Time in line 12.

Test Control Officer Approval Input:
Line 13a: Enter the Pre-Test Date and Hours.
Line 13b: Enter the Test Day Date and Hours.
Line 13c: Enter the Post-Test Date and Hours.
Line 13d: Add lines 13a through 13c and enter this amount on line 13d for the Total Approved Hours.

Section III is self-explanatory.

USMEPCOM Form 690-13-5-E DEC 2012