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for Approved for Release Date

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HUMAN RESOURCES (HR) BULLETIN #191, FY14

SUBJECT: Timekeepers' Roles and Responsibilities

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until superseded or revoked

PURPOSE: This bulletin provides guidance on the roles and responsibilities of Department of Commerce (Department) timekeepers.

SUPERSEDES: None

BACKGROUND: Timekeepers serve a vital and important role in ensuring all Department employees are compensated for their time and attendance. Timekeepers oversee and coordinate the employees' entry of their time and attendance (T&A) data through the use of webTA, the Department's system for recording and transmitting T&A data to its payroll/personnel service provider, the National Finance Center (NFC).

ROLES/RESPONSIBILITIES:

It is the responsibility of timekeepers to:

- Establish the initial webTA for new employees and notify the employees of the webTA user ID, password, and web address (URL).
- Assign a backup timekeeper and notify that timekeeper of their assignment. Note that there is a strict "no sharing of user IDs and/or passwords" policy.
- Update the employee's assigned Supervisor and Timekeeper within webTA, when necessary.

- Ensure that the correct accounting codes are entered into the webTA database and available for employees to use.

- Remove any expired hours for compensatory time-off for travel, regular compensatory time-off, time-off awards, and restored annual leave from webTA. These leave categories have "time limitations," and expire.

- Remove the annual and sick leave accruals from the Leave Record for full-time employees who separate in the middle of the pay period.

- Conduct leave audits and prepare corrected T&As when necessary. (Certifying officials are responsible for certifying the corrections.)

- Prepare Form CD-529, Lump Sum Leave or Compensatory Time Payments, for employees entitled to receive a lump sum payment for annual leave, restored annual leave, regular compensatory time, or credit hours.

- Provide technical assistance to employees on matters such as T&A coding and procedural or instructional notices.

- Review leave error reports every pay period and correct errors in a timely manner.

- Do not validate the T&A records of employees unless it is a correction, or is required due to established bureau procedures and/or special circumstances, such as an employee on FMLA (the Family and Medical Leave Act), leave transfer, AWOL (absent without official leave), suspension, furlough, etc.

- Reset employee passwords when the employee is unable to do so by utilizing the reset functions within webTA. Ensure that notifications of new passwords via e-mail are submitted securely.

- Ensure Administratively Uncontrollable Overtime (AUO)/Standby, etc. is started/stopped correctly.

- Follow all fiscal year end/guidance issued by the servicing human resources offices.

- Ensure that the Final Report on the T&A Profile screen of webTA is checked for any employee(s) who retires, transfers to another Federal agency, or separates from the Department. In addition, make sure to update the status end date and the deletion of leave accruals if the employee transfers out of the Department or separates before the end of the pay period.

- Ensure all employees' T&As are validated on time.

REFERENCES: The Department of Commerce "Time and Attendance Manual," and the United States General Accounting Office's "Maintaining Effective Control over Employee Time and Attendance Reporting and Standards for Internal Controls in the Federal Government" (January 2003)

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