



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7230.1G
N85
24 April 2000

COMSC INSTRUCTION 7230.1G

Subj: PREPARING AND SUBMITTING CIVILIAN TIME AND ATTENDANCE SHEETS

Ref: (a) DOD 7000.14-R, FMR Vol. 8; *Civilian Pay Policy and Procedures*
(b) COMSCINST 5330.2H
(c) CCPOWASHDCINST 12630.1E
(d) DFAS-DE Memo of 14 Feb. 95; *Federal Employees Family Friendly Leave Act*
(e) COMSCINST 12620.1A

Encl: (1) Timekeepers' Reference Package, Rev. 4, with Exhibits A through J

1. Purpose. To promulgate policy regarding preparation and submission of civilian time and attendance sheets for Headquarters, Military Sealift Command (*MSC*) employees. It incorporates the pertinent guidance found in references (a) through (e). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 7230.1F.

3. Background. This instruction reflects the change from usage of timecards to timesheets to submit time and attendance data.

4. Policy

a. Timekeepers

(1) Only a supervisor, specified subordinate or Program Manager/Director/Special Assistant may certify timesheets. The names and signatures of authorized certifiers must be on file with the Customer Service Representative (*CSR*) in the Comptroller's Office (*N82 CSR*). A supervisor may designate one or more timekeepers to prepare timesheets, but the supervisor is responsible for accuracy.

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(2) Timekeepers shall record time and attendance on the timesheets from records maintained on a current basis. Entries for leave will be confirmed by either the employee's initials or a copy of the approved Application for Leave (*SF 71*). Certified timesheets (*with copies of SF 71s, if appropriate*) shall be delivered to N82 CSR on the Thursday before the end of the pay period, or at such other time as N82 CSR may request.

(3) Timekeepers or certifiers will retain a photocopy of the approved timesheets, and N82 CSR will retain the originals. After the approved timesheets are photocopied, the certifier must review them to assure that no unauthorized changes have been made, seal them in an envelope, initial the envelope, and forward it to N82 CSR. Timekeepers will retain all original SF 71s and copies of supporting documentation, including overtime authorizations.

b. Customer Service Representative. N82 CSR will review timesheets for compliance with requirements, and enter the data into the DCPS. N82 CSR may contact the timekeeper or certifier about obvious errors or inconsistent data. If correction is needed, a certified supplemental timesheet is required.

c. Accounting Officer. The COMSC Accounting Officer (*N82*) may sign timesheets received without a valid signature, if the certifying official is unavailable. In such cases, the Accounting Officer will obtain confirmation that the employee was present as reported for that pay period.

d. Inspector General (*N00I*). N00I will audit timesheets (*originals and copies*) and substantiating documents, on both an annual schedule and on an unannounced basis.

5. Other Related Policies

a. Scheduled Hours. Schedules of flexitime or alternate work schedules will be kept on file by N82 CSR. (*A sample copy of the Work Schedule Request (MSC 12620/1 (Rev. 2-90)) is included in enclosure (1), Exhibit A.*)

b. Overtime. Overtime or compensatory time may not be reported prior to being worked. Overtime or compensatory time worked after the submission of timesheets must be reported on a supplemental timesheet. Policies regarding overtime or compensatory time are in reference (b). Generally, all overtime or compensatory time must be supported by authorizations prepared prior to performance of the work. The original authorization forms are to be sent to N82 CSR with the timesheets.

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c. Leave. Reporting of leave usage on the timesheets does not relieve the supervisor of the need to document leave approval. Original approved leave slips will be retained by the timekeeper until the next annual audit. Copies of SF 71s are required by N82 CSR only when the employee has not initialed the timesheet, regardless of type of leave. When sick leave is required to be supported by a doctor's certificate (*such as for 3 calendar days*), the original should be sent to N82 CSR and a copy retained by the supervisor.

d. Pay Distribution. Paychecks will be electronically transmitted to a financial institution designated by the employee.

6. Procedures

a. Timesheets

(1) The timesheet is the source document for pay computation and posting of official leave records. The timesheet must accurately record actual attendance, leave, overtime or any other condition affecting pay. Overtime or compensatory time that has not yet been worked is not to be entered on the timesheet. Only scheduled regular hours or leave for the remainder of the pay period after the submission due-date is allowed to be recorded.

(2) Mistakes found before a timesheet is submitted will be corrected by drawing a line through the erroneous lines and writing the correct lines of data. The timekeeper or certifier must initial the correction. Entries may never be erased or covered by correction tape or white-out fluid. Only black or blue-black ink may be used on a timesheet.

(3) Errors found after the timesheet has been sent to N82 CSR may be corrected only by use of a supplemental timesheet (*enclosure (1), Exhibit J*). The supplemental timesheet is used to delete incorrect information and add the correct data. It is important that the timesheets contain no erasures or other obliteration of data. The only acceptable method of correction to a timesheet prior to submission is to line out the line containing the error and enter the correct line of data.

b. Submission of Timesheets. Preprinted timesheets will be distributed by N82 CSR before the scheduled submission due-date, upon receipt from the DCPS supporting office. All preprinted timesheets must be returned to N82 CSR, including unused ones. Non-return of a pre-printed timesheet for a separated employee could result in an

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overpayment, so following procedures is essential. Timekeepers should keep blank timesheets (*available from N82 CSR*) to replace lost preprinted ones, for new employees or for supplemental timesheets. Manually prepared timesheets must include employee's name, social security number, Unit Identification Code, distribution code and pay period ending date.

c. Reporting

(1) Until a preprinted timesheet is received for an employee, the timekeeper will prepare a manual timesheet as above. In addition, the timekeeper will enter the employee's entrance on duty date (*EOD*). For employees who have left (*resignation, etc.*), the timekeeper will draw a line through the days for which no work or leave is recorded. The timekeeper will enter a statement such as "*RESIGNED*," with the effective date. If the employee transferred to another MSC activity, the timekeeper will indicate the activity. Any excused absence during normal duty hours that is not covered by a charge to leave, such as excused tardiness, should be initialed by the timekeeper. The timekeeper will retain copies of the timesheets until the next annual Time and Attendance Review by N00I.

(2) If the employee initials the usage of annual leave or short periods of sick leave recorded on the timesheet, there is no need to provide approved leave slips. However, if the employee is absent when the timesheet is prepared, the supervisor will attach a copy of the approved leave slip. For longer periods of sick leave, see below. N82 CSR is required to have either the initialed timesheets or copies of approved leave slips as backup for the annual audits. The timekeeper will retain all SF 71s until the annual Time and Attendance Review.

(3) Family leave is not a special class of leave, but is sick leave granted to an employee for specific family situations. The code for sick leave will be entered in the column marked "*TYPE HOUR*." However, the timekeeper will annotate the timesheet to indicate the family situation. Enclosure (1) provides the codes and an example.

(4) Timekeepers will send to N82 CSR the supporting documentation for advance leave, sick leave in excess of 3 days or paid leave other than annual or sick (*i.e., Military or Court Leave*). N82 CSR is required to retain such backup data until a review is performed, or for 6 years and 3 months. The supervisor or timekeeper will keep a copy of such supporting documentation and will also retain all payroll related documentation until a review is performed or for 6 years and 3 months.

d. Timekeepers' Reference Package

(1) The Timekeepers' Reference Package (*enclosure (1)*) provides informative examples in detail. Under DCPS, the employee's work schedule is used as a default. This means N82 CSR is only required to process deviations from the schedule, such as leave or overtime. If an employee's normal tour of duty changes and the change is expected to last more than one pay period, the supervisor must forward an updated Work Schedule Request to N82 CSR.

(2) DCPS generates a preprinted timesheet for each employee in its database. N82 CSR should be advised of any changes such as employee accession or separation. The basis for the timesheet must be contemporaneous records of time and attendance; the timesheet has a section that can be used as a sign-in sheet if the office does not use MSC 5330/6.

(3) DCPS requires input at the level of one decimal place. An entry for 1½ hours (*1 hour and 30 minutes*) would be 1.5. The timekeeper must convert time in minutes to the nearest decimal place using the table in enclosure (1). Sick and annual leave may only be taken in 0.5 hour increments, but overtime or compensatory time may be worked or taken in 6-minute (*0.1 hour*) increments.

(4) Enclosure (1) shows how to record time and attendance for employees for a pay period in which they did not work their approved schedule. This procedure is for use when the change is not expected to cover more than one pay period.

"Signed"
G. S. HOLDER

Distribution:
COMSCINST 5215.5
List I (*Case A, B, C*)

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**MILITARY SEALIFT COMMAND
TIMKEEPER REFERENCE PACKAGE**

DEFENSE CIVILIAN PAY SYSTEM (DCPS)

**Customer Service Representative
Mary Burroughs 685-5241**

Enclosure (1)

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TIMEKEEPER REFERENCE PACKAGE**SECTION 1: WORK SCHEDULES**

(1.1) EXHIBIT A is a sample Work Schedule Request. All employees have a work schedule that is preprinted on the timesheet. A new form is not needed for a change in schedule that does not affect more than one pay period.

(1.2) DCPS uses an AWS code to identify the Alternative Work Schedules:

AWS CODE	MSC TITLE
0	a. Basic Workweek (<i>Regular Hours</i>)
1	b. Basic Workweek (<i>Flexitour</i>)
6	c. CWS Groups 1 through 10

For Part Time Employees with less than 40 hours per week use AWS 0.

The AWS code is preprinted on the timesheet. EXHIBIT B (*top part*) is an example for AWS Code 0. Note the hours on the line titled TOUR are set at 8 for each day. Flexitour workers use the same card, but the AWS code is 1.

EXHIBIT C (*top part*) is a sample of AWS 6, with the second Tuesday as the Regular Day Off (*RDO*). Notice there are no hours for the second Tuesday, 8 hours for the first Tuesday, and 9 hours for all other workdays.

SECTION 2: TIMESHEETS

(2.1) The following fields are at the top of a timesheet:

EMPLOYEE ID	Social Security Number
BLK/GRP	DCPS Identifier
ACT UIC	Unit Activity Code: HQ MSC is 00033
ORG	Distribution Code identifying the MSC office
EMPLOYEE	Employee Name
PLT ROT	Not Used
PERIOD ENDING	Pay Period Ending Date
SEQ NO	Sequence Number for Sorting Cards
TOUR	AWS Column
	SUN-SAT Columns show hours only when the employee's normal tour of duty includes these days
TYP/SFT	TYP is for TYPE of Hours
	RG means Regular Hours
	SFT is SHIFT. Non-shift work (0) is standard

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SECTION 3: CODES FOR HOURS

The following table contains the codes most used for reporting hours. Contact the CSR for any situation not found below.

<u>DESCRIPTION</u>	<u>CODE</u>
Regular Hours	RG
Annual Leave	LA
Sick Leave	LS
Compensatory Time – Earned	CE
Compensatory Time – Taken	CT
Overtime Scheduled	OS
Overtime Unscheduled	OU
Overtime Unscheduled Exception	OX
Holiday Work	HG
Court Leave	LC
Donated Leave	LD
Administrative Leave	LN
Approved LWOP	KA
AWOL	KC
Military Furlough (<i>LWOP</i>) Called to Active Duty	KG
Military Leave	LM
Restored Leave	LR
Advanced Annual Leave	LB
Advanced Sick Leave	LG
Suspension	KB
Furlough	KE
Religious Comp Time Earned	CR
Religious Comp Time Taken	CA
Traumatic Injury	LT
Day of Injury	LU
Time Off Leave Award	LY

SECTION 4: MINUTES CONVERSION TABLE

DCPS does not allow reporting time in minutes or fractions of hours. For periods of less than an hour, the time must be reported in tenths of hours. The table below lists the conversion for 6-minute intervals:

<u>MINUTES</u>	<u>DECIMAL</u>
0-5	.0
6-11	.1
12-17	.2
18-23	.3
24-29	.4
30-35	.5
36-41	.6
42-47	.7
48-51	.8
52-59	.9

SECTION 5: SAMPLES OF COMPLETED TIMESHEETS

(5.1) NORMAL WORK WEEK (*EXHIBIT B*)

DCPS is an exception-based system; only deviations from the schedule need to be posted. The exhibit shows a normal workweek was worked, and only needs to be signed, since there was nothing except regular time worked and no leave taken in the pay period.

(5.2) ANNUAL LEAVE AND SICK LEAVE (*EXHIBIT C*)

The sample employee works AWS 6 and has the 2nd Tuesday as her RDO. Four and a half hours of sick leave are taken on the first Monday and 3 days of annual leave are taken (*Wed-Fri of the first week*). Notice that only the hours for the leave for the specific day are noted. The column marked "INIT" is for the employee to initial, if possible. When initialed, the approved leave slip does not have to be sent to N82. In this example, the employee has initialed the timesheet. Note the conversion of 30 minutes to .5.

(5.3) COMPENSATORY TIME EARNED AND USED (*EXHIBIT D*)

The employee has AWS 6 (2nd Tues. RDO). The employee works 3 hours and 40 minutes on the RDO and also works 2 1/2 hours on the 2nd Wednesday. The employee takes 9 hours compensatory time off on the second Friday. The employee takes 1 hour of sick leave on the first Monday. The sick leave is not initialed, so an approved leave slip must be forwarded. Note the use of tenths of hours, the week alignment, and that the timesheet only shows the deviations from the approved work schedule.

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(5.4) OVERTIME, COURT AND SICK LEAVE (*EXHIBIT E*)

The employee has AWS 6 (2nd Tues. RDO). The employee works 30 minutes of overtime Tuesday through Friday during week 1. Sick leave is used for the second Monday and Court Leave is used for 5 hours on the second Thursday. Notice the difference in placement between a half-hour (.5) or five hours (5).

(5.5) FAMILY FRIENDLY LEAVE (*EXHIBIT F*)

When an employee uses sick leave for family situations, such as adoption, the regular code (*LS*) is still required in the **TYPE HOUR** Column. A Family Leave Code must also be entered in the **JOB ORDER NUMBER** field as shown in the exhibit. The appropriate codes are:

- DA Birth of a child, or newborn care
- DB Adoption or foster-care processing
- DC Care of seriously ill spouse, parent or child
- DD Employee's serious bereavement

SECTION 6: CWS CHANGES IN THE SAME PAY PERIOD

COMSCINST 12620.1 allows employees to stay on their compressed work schedule on travel of during training in certain cases. A traveler may remain on CWS if it will not affect the assignment. For training in the local area, the employee can stay on CWS by being present at the work site before or after the training session.

If the employee takes the RDO, the preprinted timesheet is used and no changes are required.

The following three examples show a change in the RDO; the original timesheet can be used, but changes must be made.

EXAMPLE 1: (*EXHIBIT G*)

Managers may change an employee's RDO to meet work needs. A different day *in the same pay period* can be used as a substitute. The worker's RDO is the 2nd Tuesday. Management requires that the employee work on the RDO and the second Friday be substituted.

1. Add Work Hours to Second Tuesday. The second Tuesday is filled in on the schedule: 9 hours is placed on the top line and RG is placed on the second line. Nine

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hours are needed because the second Friday is scheduled for 9 hours. RG is entered for regular hours; a "0" is not needed.

2. Line out Schedule for Substitute RDO. The second Friday is lined out on the schedule and the code "RDO" is placed over the line. This simply shows the switch in RDO.

3. Identify CWS change on Bottom Line. Put "CWS RDO CHANGE" on the bottom line of the timesheet so the change will be noticed and approved by the supervisor signing the card. This line will also assist the CSR in identifying the change in the schedule.

EXAMPLE 2: (EXHIBIT H)

An employee on travel status or in a training class for part of a pay period works on her RDO; a different day IN THE SAME PAY PERIOD can be used as a substitute RDO. The employee has AWS 6 (CWS 1st Friday as RDO). The employee is on travel or in a training course for the 1st Friday. The second Friday is the substitute RDO.

1. Add Work Hours to First Friday. The first Friday is filled in on the schedule: 8 hours is placed on the top line and RG is placed on the second line. Eight hours are needed because the 2nd Friday is scheduled for 8 hours.

2. Line out Schedule for Substitute RDO. The second Friday is lined out on the schedule and the code RDO is placed over the line. This simply shows the switch in RDO.

3. Identify CWS Change on Bottom Line. Put "CWS RDO CHANGE" on the bottom line of the timesheet so the change will be noticed and approved by the supervisor signing the card.

SECTION 7: CORRECTING ERRORS ON TIMESHEETS

Under no circumstances will erasures, white-out or correction tape be used on a timesheet. Errors will be corrected by drawing lines through the entire 2 week period and the timekeeper will initial in the INIT column.

EXAMPLE: (EXHIBIT I)

The employee has AWS 6 (2nd Tues. RDO). 4^{1/2} hours of sick leave are taken on the first Monday and 3 days of annual leave are taken (Wed-Fri in first week). During week two the employee used 6 hours of sick leave on Thursday.

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The timekeeper then realizes that the sick leave was posted for Wednesday on the second week (not Thursday) when checking the timesheet against the approved leave slips. The other sick leave recorded for the first Monday was posted correctly.

In order to correct the sick leave, the error is lined out (*both lines*) and the corrector initials the TK (*timekeeper*) column. The complete pay period is then done over. In the example, leave slips had to be sent with the timesheet because the employee did not initial the timesheet.

SECTION 8: SUPPLEMENTAL TIMESHEETS

EXAMPLE: (*EXHIBIT J*)

Supplemental timesheets are to be used to correct the current period timesheets. If any reported exceptions to the preprinted hours has to be changed, first DELETE the incorrect line and then ADD the correct data. For example, an employee should have used 9 hours of sick leave. A new timesheet is completed for the employee. It is not necessary to put in the work schedule; add the word "SUPPLEMENTAL." Notice in EXHIBIT K how the incorrect annual leave is DELETED and the sick leave is ADDED.

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**MILITARY SEALIFT COMMAND
TIMEKEEPER REFERENCE PACKAGE
DEFENSE CIVILIAN PAY SYSTEM (DCPS)**

EXHIBITS

**Customer Service Representative
Mary Burroughs 685-5241**

Enclosure (1)

24 April 2000

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
0001	000033	05100				02/26/00	00067
STD JON					HRS WORK	-	TOC
AWS	SUN	MON	TUE	WED	THR	FRI	SAT
0		8 00	8 00	8 00	8 00	8 00	
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED ND							

JOB ORDER NUMBER	TYPE	HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
			1								
			2								
			1								
			2								
			1								
			2								
			1								
			2								
			1								
			2								

REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT B

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EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO					
	0001	062387	07200			02/26/00	00355					
STD JON	HRS WORK						TDC					
AMS	SUN	MON	TUE	WED	THR	FRI	SAT					
6		9:00	8:00	9:00	9:00	9:00						
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0					
GRADED ND												
JOB ORDER NUMBER	TYPE	HOURLY	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT	
	LS		1		4:15						PD	
			2									
	LA		1			9:1	9:1	9:1			PD	
			2									
			1									
			2									
			1									
			2									
			1									
			2									
REG	OT	COMP	HOL	SUN	2ND	3RD	IND	E/H	LV	NP/LV		
WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	REMARKS:
SUN							SUN					
MON							MON					
TUE							TUE					
WED							WED					
THU							THU					
FRI							FRI					
SAT							SAT					

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT C

24 April 2000

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
	0001	062387	07200			02/26/00	00355
STD JON	HRS WORK						TDC
AWS	SUN	MON	TUE	WED	THR	FRI	SAT
6		9 00	8 00	9 00	9 00	9 00	
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED NO							

JOB ORDER NUMBER	TYPE	HOURLY	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
	CE		1								
			2			316	215				
	CT		1								
			2						9		
	LS		1		1						
			2								
			1								
			2								
			1								
			2								

REG	OT	COMP	HOL	SUN	2ND	3RD	IND	E/H	LV	NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS:
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT D

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EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
	0001	062387	07200			02/26/00	00355
STD JON				HRS WORK			TDC
AMS	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR 6		9 00	8 00	9 00	9 00	9 00	
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED NO							

JOB ORDER NUMBER	TYPE	HOUR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
	OU		1			15	15	15	15		
	LS		2		9						
	LC		1					5			
			2								
			1								
			2								
			1								
			2								

REG	OT	COMP	HOL	SUN	2ND	3RD	IND	E/H	LV	NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT E

24 April 2000

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO							
249081915	0001	000033	00110			02/26/00	00007							
STD JON					HRS WORK	-	TDC							
AWS	SUN	MON	TUE	WED	THR	FRI	SAT	SUN	MON	TUE	WED	THR	FRI	SAT
6		9:00	9:00	9:00	9:00				9:00	9:00	9:00	9:00	9:00	8:00
TYP/SFT	RG	RG	RG	RG	RG	RG	RG	RG	RG	RG	RG	RG	RG	RG
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRADED ND														
JOB ORDER NUMBER	TYPE	HOURLY	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT			
Family Leave Calc: DA			1		9									
			2											
			1											
			2											
			1											
			2											
			1											
			2											
			1											
			2											
REG	OT	COMP	HOL	SUN	2ND	3RD	ND	E/H	LV	NP/LV				

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT F

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EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO
	0001	062387	07200			02/26/00	00355
STD JON					HRS WORK	TDC	
AMS	SUN	MON	TUE	WED	THR	FRI	SAT
TOUR 6		9:00	8:00	9:00	9:00	9:00	
TYP/SFT		RG 0	RG 0	RG 0	RG 0	RG 0	RG 0
GRADED ND							

JOB ORDER NUMBER	TYPE	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
	LS	1		4.5						
	LS	2				6				
	LA	1				9	9	9		
	LA	2								
	LS	1		4.5						
	LS	2				6				
		1								
		2								
		1								
		2								

REG	OT	COMP	HOL	SUN	2ND	3RD	IND	E/H	LV	NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

CERTIFICATION: ATTENDANCES AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

AUTHORIZED SIGNATURE

EXHIBIT I

24 April 2000

EMPLOYEE ID	BLK/GRP	ACT	ORG	EMPLOYEE NAME	PLT ROT	PERIOD ENDING	SEQ NO	
123-33-777	0001	0000331	01200	Doer, Sam		10/15/00		
STD JON					HRS WORK		TDC	
AWS	SUN	MON	TUE	WED	THR	FRI	SAT	
TOUR 1	000	000	000	000	000	000	000	
TYP/SFT	RG 0	RG 0	RG 0	RG 0	RG 0	RG 0	RG 0	
GRADED NO				SUPPLEMENTAL				

JOB ORDER NUMBER	TYPE	HR	WEEK	SUN	MON	TUE	WED	THR	FRI	SAT	INIT
Delete	LA	1								9	
		2									
Add	LS	1								9	
		2									
		1									
		2									
		1									
		2									
		1									
		2									

REG	OT	COMP	MOL	SUN	2ND	3RD	ND	E/M	LV	NP/LV

WK1	IN	OUT	IN	OUT	IN	OUT	WK2	IN	OUT	IN	OUT	IN	OUT	REMARKS
SUN							SUN							
MON							MON							
TUE							TUE							
WED							WED							
THU							THU							
FRI							FRI							
SAT							SAT							

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AUTHORIZED SIGNATURE

EXHIBIT J