



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENSIEGOINST 7420.1C
011

16 NOV 1995

NAVDENCEN SAN DIEGO INSTRUCTION 7420.1C

Subj: CIVILIAN TIMEKEEPING PROCEDURES

Ref: (a) Financial Management Regulation Vol 8, Chapter 2

Encl: (1) Sample of Time and Attendance (Sign-in/Sign-Out) Sheet

1. Purpose. To provide policy, procedures, and responsibilities governing timekeeping procedures as per reference (a).

2. Cancellation. NAVDENCENSIEGOINST 7420.1B.

3. Procedures and Responsibilities

a. Directors/Department Heads are responsible for ensuring proper time card recording for civilian personnel. A daily record of time shall be maintained for each employee. These records shall cover but not exceed the two week pay period.

b. Time and Attendance (Sign-in/Sign-out) sheet will be used to record the time of arrival and departure. Employees will sign their name and record their own time of arrival, one person right after another. When departing work, employees will again sign their name and record their time of departure in the same manner. Forms with pre-printed names will not be used. The sign-in/sign-out sheet, enclosure (1), is the recommended format. It must be maintained at the individual clinic for five (5) years.

c. Directors/Department Heads will ensure adequate surveillance is maintained to provide proper and accurate time accounting. The precise daily start and end of day times, and all absences from duty (except for authorized lunch periods) will be recorded each day. The exact start and end of any overtime or compensatory time will be recorded on back of the time cards.

d. Falsifying attendance records for oneself or another employee is an offense subject to disciplinary action. Personnel are prohibited from mustering for another employee. Supervisors will not muster for employees to avoid reporting tardiness.

e. The Timekeeping Signature Authorization (GEN-7400/1) will be used to designate supervisors, or personnel performing in a supervisory capacity, authority to certify time cards.



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Comptroller Department will maintain current list of authorized personnel and copies of authorization cards for each clinic/department.

f. Certifications on time cards must be legible and agree with the name cited on the signature authorization cards on file in the Comptroller Department. Time cards are the official document for recording attendance and distributing labor charges.

g. Supervisors authorized to certify time cards are responsible for their accuracy. When certifying time cards supervisors are responsible for:

(1) Ensuring completion of the front and back of each time card.

(2) Initialing any tardiness, early "outs", and indicating disposition.

(3) Ensuring entries pertaining to overtime, holiday premium, leave, and compensatory time earned and used, have been properly extended and approved for payment by the Comptroller via Directors/Department Heads.

(4) Certifying the correctness of each card by signing the space provided. This certification will be made at the completion of pay period.

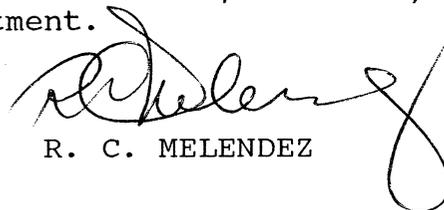
(5) Black or blue/black ink shall be used for entries on time cards.

4. Action. All Directors, Department Heads, civilian personnel supervisors, and all civilian personnel shall read and be totally familiar with the contents of this instruction.

5. Forms

a. Civilian Time and Attendance Sheet, enclosure (1) may be reproduced locally as needed.

b. Timekeeping Signature Authorization, GEN-7400/1 can be obtained from Comptroller Department.



R. C. MELENDEZ

Distribution:
List 1, Case 1, 2, 5

