

INDIVIDUAL TIME CERTIFICATION SHEET											
EMPLOYEE NAME (PRINT): <i>Joseph Smith</i>						PAY PERIOD ENDING DATE: <i>8 / 9 /83</i>					
CREDIT HOURS BROUGHT FORWARD	TIME IN	TIME OUT	PAID HOLIDAY & HOURS WORKED	PREMIUM PAY WORKED			LEAVE USED			TIME ABSENT	
			<i>4</i>	OVER-TIME	HOLIDAY	COMP-TIME	A	S	OTHER	FROM	TO
SUNDAY											
MONDAY	<i>7:00</i>	<i>3:00</i>	<i>8</i>								
TUESDAY	<i>7:00</i>	<i>4:30</i>	<i>8</i>					<i>1</i>		<i>10:00</i>	<i>11:00</i>
WEDNESDAY	<i>8:00</i>	<i>5:30</i>	<i>8</i>	<i>1</i>							
THURSDAY			<i>8H</i>								
FRIDAY	<i>10:30</i>	<i>6:00</i>	<i>8</i>						<i>IE</i>	<i>(weather) 9:30</i>	<i>10:30</i>
SATURDAY	<i>10:00</i>	<i>1:00</i>	<i>3</i>								
SUNDAY											
MONDAY	<i>9:00</i>	<i>3:00</i>	<i>5 1/2</i>								
TUESDAY	<i>8:00</i>	<i>6:00</i>	<i>9 1/2</i>								
WEDNESDAY							<i>8</i>				
THURSDAY	<i>7:00</i>	<i>5:00</i>	<i>8</i>							<i>12:00</i>	<i>2:00</i>
FRIDAY	<i>8:30</i>	<i>6:00</i>	<i>8</i>			<i>1</i>					
SATURDAY											
SUB TOTALS			<i>78</i>	<i>1</i>		<i>1</i>	<i>8</i>	<i>1</i>	<i>1</i>		

*TOTAL HOURS IN REGULAR PAY STATUS: PAID HOLIDAYS & HOURS WORKED + PAID LEAVE	<i>80</i>	**DAYS WORKED
CREDIT HOURS BALANCE FORWARD (HOURS IN REGULAR PAY STATUS - 80)	<i>7</i>	

*Must equal 80 for full-time employees if no LWOP or AWOL.
OR must equal predetermined bi-weekly tour for part-time employees if no LWOP or AWOL.
**To be completed by experts and/or consultants being compensated on per diem basis.

I CERTIFY THAT THIS IS AN ACCURATE ACCOUNTING OF MY TIME AND ATTENDANCE FOR THIS PAY PERIOD

EMPLOYEE'S SIGNATURE: _____ DATE _____

SUPERVISOR'S SIGNATURE: _____ DATE _____ Privacy Act System

EXPLANATION OF SAMPLE ENTRIES ON INDIVIDUAL TIME CERTIFICATION SHEET (ITCS)

(The example used is that of an employee on Maxiflex Schedule. All other schedules are filled out in a similar manner using guidelines established in this manual section and MS 630, "Hours of Duty".)

1. Credit Hours Brought Forward - The "4" indicates the credit hours balance from the previous pay period.
2. Sunday - The employee did not work and is not entitled to pay for this day.
3. Monday - (*Total Time - 8 1/2 hours)
Paid holidays and Hours Worked - The "8" indicates that the employee took a 1/2 hour lunch break and worked 8 regular pay hours during the course of the day.
4. Tuesday - (Total Time - 9 1/2 hours)
 - Paid Holidays and Hours Worked - The "8" indicates that the employee took a 1/2 hour lunch break and worked 8 regular pay hours during the course of the day.
 - Leave Used - The "1" indicates that the employee took 1 hour of approved sick leave with the corresponding time of absence being recorded in the "Absent" column.
5. Wednesday - (Total Time - 9 1/2 hours)
 - Paid Holidays and Hours Worked - The "8" indicates that the employee took a 1/2 hour lunch break and worked 8 regular pay hours during the course of the day.
 - Premium Pay Worked - The "1" indicates that the employee was ordered to and worked 1 hour and is entitled to compensation at the overtime rate.
6. Thursday - (Total Time - 0 hours)
 - Paid Holidays and Hours Worked - The "8H" indicates that the day was a holiday and the employee is entitled to 8 regular pay hours for the day.
7. Friday - (*Total Time - 7 1/2 hours)
 - Paid Holidays and Hours Worked - The "8" indicates that the employee is entitled to 8 regular hours during the course of the day.

* Total Time - the total hours between the "Time In" and "Time Out" on the ITCS.

NOTE: The excused absence (see below) allows for the additional hour of regular pay and indicated that the employee took a 1/2 hour lunch break.

- **Leave Used-Other** - The “IE” indicates an excused absence with the explanation indicating inclement weather prohibited arrival at work by 9:30. Supervisors will be notified by M/PM of authorized excused absences of this nature.

8. **Saturday** - (Total Time - 3 hours)

- **Paid Holidays and Hours Worked** - The “3” indicates that the employee was authorized by the supervisor to work 3 credit hours.

NOTE: Compensation will be at the base pay rate. If the work had been ordered in advance, the entry would be under “Overtime” or “Comp Time”.

9. **Monday** - (Total Time - 6 hours)

- **Paid Holidays and Hours Worked** - The “5 1/2” indicates that the employee took a 1/2 hour lunch break and worked 5 1/2 regular pay hours during the course of the day.

NOTE: Unless the employee had prior approval to work less than 8 hours, he or she would have to notify his or her supervisor for approval for the use of 2 1/2 credit hours (8 minus 5 1/2).

10. **Tuesday** - (Total Time - 10 hours)

- **Paid Holidays and Hours Worked** - The “9 1/2” indicates that the employee took a 1/2 hour lunch break and worked 9 1/2 regular hours during the course of the day.

NOTE: The employee would have had to notify the supervisor of his or her intent to work 1 1/2 credit hours (8 + 1 1/2).

11. **Wednesday** - (Total Time - 0 hours/no entry)

- **Leave Used** - The “8” indicates that the employee was on approved annual leave for the entire day.

NOTE: The maximum amount of leave which can be charged to an employee on a Maxiflex schedule for one day is 8 hours.

* Total Time - the total hours between the “Time In” and “Time Out” on the ITCS.

12. Thursday - (Total Time - 10 hours)

- Paid holidays and Hours Worked - The “8” indicates that the employee took a 2 hour lunch break and worked 8 regular pay hours during the course of the day.

NOTE: Had the 2 hours not been during the mid-day flex band, the times of the absence would have had to be recorded under the “Time Absent” column. The employee would have had to advise the supervisor of his or her intent to take more than 1/2 hour for lunch.

13. Friday - (Total Time - 9 1/2 hours)

- Paid Holidays and Hours Worked - The “8” indicates that the employee took a 1/2 hour lunch break and worked 8 regular pay hours during the course of the day.
- Premium Pay Worked - The “1” indicates that the employee was ordered to and worked 1 hour and will receive an hour of “Comp Time” as compensation.

14. Sub-Totals - This line represents individual totals for each vertical column.

NOTE: For a full-time, permanent employee if the sum of the totals from the “Paid Holidays and Hours Worked” and “Paid Leave” columns does not equal at least 80 hours there must be sufficient LWOP charge to bring the total to 80 hours. For purposes of completing the ITCS, “Paid Leave” is annual leave, restored annual leave, sick leave, compensatory leave or any combination thereof.

15. Total Hours in Regular Pay Status - Although the actual total is “87” hours (78 +8+1), the entry cannot exceed “80” hours. Therefore, “80” is entered to indicate that the employee is entitled to be paid for a full bi-weekly pay period. The 1 hour of excused absence is not included in the total.

16. Credit Hours Balance Forward - The “7” indicates the total over “80” hours when “Paid Holidays and Hours Worked” and “Paid Leave” are added together. This figure is carried into the next pay period and entered under “Credit Hours Brought Forward.”

NOTE: No more than 10 credit hours may be brought forward. Any in excess of 10 are lost.

17. Days Worked - This block is only for the use of experts and consultants being compensated on a per diem (daily) basis. There should be no entry for employees on a Maxiflex schedule.

* Total Time - the total hours between the “Time In” and “Time Out” on the ITCS.