



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 12600.1
BUPERS-05
4 Jan 2018

BUPERS INSTRUCTION 12600.1

From: Chief of Naval Personnel

Subj: CIVILIAN TIME AND ATTENDANCE FOR THE BUREAU OF NAVAL PERSONNEL

Ref: (a) DoD 7000.14-R, Volume 8, Financial Management Regulation: Civilian Pay Policies and Procedures, June 2017

1. Purpose. To establish procedures and guidance for recording time and attendance for Bureau of Naval Personnel (BUPERS) civilians personnel.
2. Cancellation. ADMINMAN 12600-190 of NAVPERSCOM M-5000.1.
3. Scope and Applicability. This instruction is applicable to all BUPERS commands and subordinate activities.
4. Background. The Standard Labor Data Collection and Distribution Application (SLDCADA) is the time and attendance system chosen by the Department of the Navy (DON). SLDCADA enables centralized or distributed input; provides the capability to track civilian, military, as well as contractor labor hours against job order numbers for financial purposes, and hours against type hour codes for pay purposes. Other notable features include available leave verification, prior pay adjustments, exception reporting, and ability to query Defense Civilian Payroll System (DCPS) files for easy access to employee information by authorized users. SLDCADA provides a single screen for time and attendance input, correction, certification, prior pays, and review, which ultimately reduces the training effort and makes user input easy. All reports are online, resulting in a reduction of hard-copy reports. Deputy Chief of Naval Personnel (BUPERS-00B) has directed self-input for recording time and attendance in SLDCADA.
5. Training. All BUPERS civilian personnel, appointed timekeepers, supervisors, and approving officials (military or civilian) must complete the Time and Attendance Training Course located in the Total Workforce Management System (TWMS) (BUPERS Time and Attendance Policy Training (course identification - TWMS-614683). This course completion is required within 30 days of initiating a SLDCADA account in order to maintain SLDCADA access. Notification of this training requirement is provided in the SLDCADA account activation process via the BUPERS Workforce Pay and Programs Branch (BUPERS-0532).

a. The Time and Attendance Course is designed to ensure all civilian employees, approving officials, supervisors, and timekeepers are well versed and knowledgeable regarding:

- (1) The procedures for recording data into SLDCADA;
- (2) Time and attendance document maintenance; and
- (3) Command standard leave policies and programs.

6. Responsibilities. Timekeeping is a critical function and is performed by the approving official, supervisor, timekeeper, and employee.

a. Approving Official (normally the supervisor):

(1) Ensures actual work schedules recorded in SLDCADA are true, correct, and accurate to the best of his or her knowledge;

(2) Assigns a primary and alternate timekeeper for observing daily attendance and accurately recording time and attendance data within SLDCADA;

(NOTE: The alternate timekeeper will be appointed to maintain time and attendance during the absence of the primary timekeeper. The primary and alternate timekeeper does not relieve the approving official of the responsibility for timely and accurate reporting of time and attendance he or she approves.)

(3) Approves and administers leave per applicable policies, regulations, instructions, and bargaining agreements;

(4) Verifies all requests for overtime and compensatory time earned, requested and approved, and that total time entered in SLDCADA is correct and verifiable before certification; and

(5) Informs timekeeper when an employee is on any type of leave or has worked any type of premium work.

b. Supervisor

(1) Ensures the completion of the Time and Attendance Training Course. Individuals recording and approving time and attendance must have attended or scheduled attendance in the required training course and have reviewed the SLDCADA computer-based training;

(2) Records and approves time and attendance as timely and accurately as required within the SLDCADA reporting deadlines;

(3) Ensures all required supporting documentation is available for audit purposes. Time and attendance record retention is 6 years and 3 months. Supporting documentation at the supervisory level includes, but is not limited to:

(a) Manual employee time and attendance verification (manual employee verification of time (EVT)); or

(b) Any medical documentation required due to use of more than 3 days of sick leave or other required documentation;

(4) Provides clear and adequate procedural guidance to ensure timekeeping and time and attendance certifications are correctly performed within SLDCADA;

(5) Oversees individuals recording and certifying time and attendance make every effort to correct errors in the pay period to which the changes apply;

(6) Reports required corrections to time and attendance for closed pay periods to BUPERS-0532. Time and attendance corrections for prior pay periods must be submitted using NAVPERS 12600/1 BUPERS Civilian Employee Supplemental Time Sheet.

(7) Records exceptions to the employee's normal tour of duty in a timely and accurate manner in SLDCADA;

(8) Approves or denies submitted requests for leave in SLDCADA for all absences from the employees' normal tour of duty;

(9) Verifies any outstanding or pending leave requests prior to certification; and

(10) Verifies all requests for overtime and compensatory time earned have been approved in SLDCADA before hours are worked.

c. Timekeeper (primary and alternate). A civilian or military person may be assigned as the primary or alternate timekeeper. Responsibilities include:

(1) Prepares, maintains, and submits the NAVPERS 12500/2 Timekeeping Unit to BUPERS-0532 for changes or additions to employees, timekeepers, or approving officials.

(2) Reminds employees, supervisors, and approving officials of timekeeping deadlines;

(3) Accurately records all exceptions to the employee's normal tour of duty in a timely manner; and

(4) Reviews the accuracy of the current pay period for time and attendance, exceptions (e.g., leave and holiday pay), adjustments, or corrections.

d. Employee

(1) Electronically verifies their SLDCADA time and attendance record timesheet for hourly input (type hour code and number of hours), leave charge accuracy, and other exceptions by selecting the EVT block in SLDCADA prior to pay period closeout.

(2) Verifies time and attendance as soon as possible. If unavailable to EVT prior to certification of time and attendance, EVT must be completed as soon as possible.

(3) Submits leave requests for approval for each absence during the assigned normal tour of duty;

(4) Submits exceptions for overtime, compensatory time, travel compensatory time, and credit hours input only after the hours have actually been approved and worked. Projection of these hours is strictly prohibited;

(5) Communicates to the supervisor and informs the timekeeper to ensure leave and exceptions are recorded prior to receipt of his or her common access card, SLDCADA access, and during his or her absences.

7. Time and Attendance Corrections. In instances in which time and attendance has been recorded incorrectly and was not entered into SLDCADA for the appropriate pay period, a NAVPERS 12600/1 will be prepared by the employee or timekeeper, signed by the approving official, and submitted to BUPERS-0532 as soon as possible.

8. Questions. Questions may be directed to the BUPERS frequently asked questions (FAQ) email box at MILL_BUPERS-05_FAQ@navy.mil.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Forms. The following forms are available at www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx or can be obtained from the BUPERS-0532:

- a. NAVPERS 12500/2 Timekeeping Unit
- b. NAVPERS 12600/1 BUPERS Civilian Employee Supplemental Time Sheet



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>