

NPARL Time & Attendance SOP

Work Schedules

Your tour of duty is your normal work schedule approved by your supervisor recorded on ARS 331-Time Sheet kept on record with the time keeper. If your regular work schedule changes for longer than 3 consecutive pay periods and is expected to continue, the supervisor shall initiate a revised master schedule to the time keeper. The official record is updated annually.

Accounting for Time

Employees must account for times they are at work.

- Permanent employees-Electronic time sheet
- Temporary employees-Hard Copy ARS 331
- Time is recorded in quarter hour increments with the 7 minute rule.
 - 7:53-8:07 recorded as 8:00, 8:08-8:22 recorded as 8:15, 8:23-8:37 recorded as 8:30, 8:38-8:52 recorded as 8:45.
- If you are not at work during your normal work schedule, you must show the in and out times on your time sheet and record in the notes section reasons for working extra hours and for sick leave. If you work on a recognized federal holiday, you must show the in and out times on your time sheet.
- If your supervisor requests you to return to work after you have completed your day, or come in on days outside your normal tour of duty the minimum time is 2 hours.
- If your supervisor requests you to work extra hours it is recorded as comp time or over time.
- If you choose to work extra hours time worked is recorded as credit hours. All credit hours worked must be approved in advance by your supervisor. Credit hours are limited to 24 for full time and ¼ of biweekly work schedule for part time. Credit hours must be earned before they can be used. Credit hours cannot be earned on a holiday during the normal work hours. Credit hours cannot be earned during travel status.
- You must be officially ordered or approved to work overtime/comp time or comp travel. A memo for extended periods of time or travel authorization is acceptable.
- Absences of 3 or more consecutive work days require written approval from your supervisor. (Form OPM SF-71). Absences for any sick leave over 3 days must be supported by a medical certificate or other acceptable documentation.

Reference Pay & Leave Policies 402.1, 402.3, 402.6