



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
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APR 03 2019

POLICY LETTER 03-19

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: VERIFICATION OF TIME AND ATTENDANCE FOR APPROPRIATED FUNDS CIVILIAN EMPLOYEES

Ref: (a) DoD FMR, Vol. 8, Chapter 2, Paragraph 020102 C
(b) Marine Corps Installations East-Marine Corps Base Camp LeJeune Order 7420.2
(c) ASN Financial Management and Comptroller Policy Memorandum 3-17 dated 23 June 2017

Encl: (1) Time and Attendance Standing Operating Procedures for MCIEAST

1. Time and Attendance (T&A) certification is an authorization for the expenditure of government funds. This function requires the accurate and timely recording of time and attendance data in the Standard Labor Data Collection and Distribution Application (SLDCADA). As required by the references, the following guidance is effective immediately.

2. Marine Corps Air Station (MCAS) Beaufort Department Heads, have a fundamental responsibility to establish and continuously maintain the policies and administrative procedures for T&A to safeguard against fraud, waste, mismanagement, abuse, and comply with laws and regulations.

3. Civilian timekeeping may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. Timekeepers may be civilian, military, or contractor personnel.

4. Time and attendance must be approved correctly by the supervisor, acting supervisor, other equivalent official, or a higher-level manager authorized to act as an alternate approver at the end of the pay period. Only those personnel appointed by competent authority via DD form 577 and who have completed the required Certifying Officer Legislation training, may certify time and attendance. Refresher training must be completed annually.

5. All employees, timekeepers, and certifiers who perform timekeeping functions are responsible for:

a. Timely and accurate recording of all regular time and exceptions to the employee's normal tour of duty.

b. Ensuring employees have attested to the accuracy of their current pay period's time and attendance as outlined below.

6. Attestations shall be documented utilizing one of the following:

a. Employees who input their own time and attendance in SLDCADA will click on the Employee Verified Time (EVT) box to attest to T&A for each week of the pay period. An example is provided in the enclosure.

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b. Any individual inputting another employee's T&A in SLDCADA will ensure employees attest to the accuracy of their T&A for each pay period. This verification shall be documented electronically or in writing. Performing a prior payday correction, in which the employee EVT's their T&A is the preferred method. Signed time sheet, T&A report, or log sheet with the employee's signature will suffice.

(1) SLDCADA has a bi-weekly T&A sheet which can be used to manually record T&A. An example is provided in the enclosure. The employee's signature is required.

(2) SLDCADA has an electronically certified timesheet which can be printed for the employee to sign. An example is provided in the enclosure.

(3) Documentation must be retained for ten years for audit purposes.

7. The point of contact in this matter is the Civilian Payroll Liaison at (843) 228-7878.


T. P. MILLER

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