APPENDIX B

TIME KEEPING, OVERTIME AND PAY LIMITATIONS

B-1. **Time and Attendance Sheets (Tasker Initiated).** Time and Attendance sheets (reference Attachment 11) will be signed by the field supervisor and verified by the RFO RM office or other appropriate organization and then faxed or scanned and emailed to the RAO timekeeper (reference Attachment 10) every week to be received by the RAO timekeeper as follows: First week – on Sunday morning after the first week of the time period. Second week – on Saturday (before the end of the time period).

Time and Attendance Sheets (Non-Tasker Initiated). Timesheets must be verified by the field supervisor and faxed or scanned and emailed to the RAO timekeeper (reference Attachment 10) on the last Thursday of the pay period prior to close of business. If an RA, assigned to non-tasker initiated duty has no hours to report during a pay period, they will complete and fax or email an RAO Timesheet-No Hours Worked form (reference Attachment 21) to the RAO timekeeper (reference Attachment 10) by the last Thursday of the pay period. This will notify the timekeeper that there will be no timesheet from that RA for the time period.

The labor code must be on the timesheets prior to signatures. Any questions concerning time sheets will be addressed by the RAO timekeeper via email (reference Attachment 10). Three signatures are required on each timesheet. The signatures are:

- The employee's signature (to verify that the actual hours worked are correct)
- The onsite supervisor's signature (signifies approval of the timesheet)
- The Timekeeper's signature (signifies that the information has been posted to the time and attendance report in CEFMS).

If there is a mistake on a timesheet, it must be returned to the employee for correction. The corrected timesheet must then be signed by the employee and the onsite supervisor and returned to the timekeeper as soon as possible. Time will be certified in CEFMS after the timekeeper has completed the tour of duty edits. Copies of the timesheets will be forwarded by the RAO timekeeper to the RAO support staff for filing. The original timesheets will be mailed by the timekeeper to the RAO support staff for storage.

When completing timesheets the following applies:

- Reemployed annuitants do not have a scheduled tour of duty so the first 8 hours of any work day is considered "regular" (code-RG) hours worked, even if it is Sunday, at night or on a holiday.

- Only 40 “RG” hours will be recorded for any week (Sunday through Saturday), any additional hours worked will be recorded as overtime (code OX).
- Employees on an intermittent work schedule must work their first 8 RG hours before overtime will be recorded. All hours worked over 8 in a day will be recorded as overtime (OX).
- RG (RF for Federal wage system employees) and OX are the only types of hours recorded for RAO employees.
- RAO employees should notate “R&R” periods and “end of tour” on their timesheet.

The following are summaries of two timesheets for persons working 12 hours a day, seven days a week. The Sunday Arrival summary is typical of a full workweek summary.

Sunday Arrival:

Sunday -	8 RG	4 OX
Monday -	8 RG	4 OX
Tuesday -	8 RG	4 OX
Wednesday -	8 RG	4 OX
Thursday -	8 RG	4 OX
Friday -		12 OX
Saturday -		12 OX
Totals for week -	40 RG	44 OX

Monday Arrival

Sunday –		
Monday -	8 RG	4 OX
Tuesday -	8 RG	4 OX
Wednesday -	8 RG	4 OX
Thursday -	8 RG	4 OX
Friday -	8 RG	4 OX
Saturday -		12 OX
Totals for the week –	40 RG	32 OX

For more specific guidance on entering time into CEFMS, see the CEFMS Users Manual Timekeeper Users Guide or visit:
https://cefmsdev2.usace.army.mil/cefms/doc/user_manuals/timekeeper.pdf .

B-2. **Overtime.** Overtime for RAO employees is governed by the regulations appropriate to their pay system. All RAO employees are in either National Security Personnel System (NSPS) positions or Federal Wage System (FWS) WG or WL positions.

For NSPS Positions

- Non-Supervisory positions in pay schedules/pay band YA-1, YA-2, YB-1, YB-2, YD-1, YD-2, YB-3, YE-1, YE-2, YE-3 and YE-4 will be paid for overtime at 1.5 times their straight time pay rate.
- Supervisory positions in pay schedules YC-2, YC-3, YF-2 and YF-3 and Non-Supervisory positions in pay schedules YC-3 and YF-3 will be paid for overtime at their straight rate. (Ref DoD1400.25-M SC1930 SC 1930.13)

For FWS WG and WL positions

- WG and WL positions are covered by the Fair Labor Standards Act (FLSA) and are non-exempt positions, so overtime is paid at 1.5 times their straight time pay.

Overtime Forms for RAO employees will be maintained by the RAO Office. For more detailed information concerning timekeeping and pay limitations for RAO personnel refer to Chapter 8 of EP 37-1-6.

B-3. **Annual Pay Limitation.** RAO employees are subject to an annual pay cap not to exceed that of a GS-15 Step 10 (including any applicable locality-based comparability payment) or Executive Level V, which ever is greater (even under NSPS). **This includes pay for regular time (40 hours per week), overtime and any compensation carried over from the previous calendar year.**

B-4. **Biweekly Premium Pay Limitation.** For NSPS positions the biweekly basic pay plus premium pay (overtime), for those deployed in emergency capacities, is limited to the maximum bi-weekly earnings of a GS-15, step 10 (including any applicable locality-based comparability payment) or Executive Level V, which ever is greater. In certain circumstances the head of the agency or their designee may waive the bi-weekly pay limitation. In those cases the RAO support staff will provide the HECSA Payroll CSR with a memo requesting a waiver for those employees that have been selected for deployment but due to the number of hours worked will normally exceed the bi-weekly pay limitation. The HECSA Payroll CSR will forward the waiver requests to DFAS payroll. The DFAS payroll system automatically projects an employee's earnings for the calendar year based on the amount of regular time worked (40 hours per week) and the amount of overtime being worked and compares it with the annual pay cap. If, at some point, the projection exceeds the yearly pay cap, the amount of overtime pay permitted, per pay period, for the remainder of the calendar year will be limited to the amount calculated by the payroll system program. Occasionally the amount of overtime worked will exceed the payroll system's calculations and they will not be fully compensated. If this occurs, the employee must contact the CSR at CEHEC-RM-M after the beginning of the next calendar year and request compensation for the amount not received. **When this occurs, the compensation received will count toward the new calendar year's pay**

cap. When the RA's deployment to the event has concluded, the RAO support staff will send another memo to DFAS cancelling the bi-weekly waiver.

B-5. **Aggregate Maximum Earnings Limitation.** All employees are subject to the aggregate maximum earnings limitation not to exceed the rate of pay for level I of the Executive Service at the end of the calendar year in accordance with 5 CFR 530.201.

B-6. **Pay while in Travel Status.** Reemployed annuitants are to receive pay for all hours they travel during their initial deployment and final departure only. For example, if an employee is deployed for 60 days, he/she will receive pay for the 1st day while traveling to the TDY site and the 60th day when traveling home. If an employee is authorized one mode of transportation (example – air) but uses a different mode (example – POV or rental car) or chooses to travel at a time or by route other than that selected by the organization, the supervisor shall estimate the time that would have been required to travel by the approved mode or route. The supervisor's estimated time will be documented on the time sheet and only that amount of time will be paid. The employee will be credited with the estimated time if it is less than the actual time taken. **Time spent traveling, while taking R&R is not to be recorded as time worked.**