

Office of Inspector General

**Review of the Office of the
General Counsel
Time and Attendance Practices
A09-03**



July 2009

FEDERAL MARITIME COMMISSION



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Office of Inspector General
Washington, DC 20573-0001

July 7, 2009

Office of Inspector General

TO: Peter J. King
General Counsel

FROM: 
Adam R. Trzeciak
Inspector General

SUBJECT: Review of Office of the General Counsel's Time and Attendance Practices

The Office of Inspector General (OIG) conducted a review of the Office of the General Counsel's (OGC) Time and Attendance (T&A) practices. The primary objectives of internal control in a T&A system are to ensure that the system complies with applicable legal requirements, supports reporting of reliable financial information, and operates effectively and efficiently. The objective of this review was to assess whether OGC complied with agency policies and government regulations concerning employee time and attendance.

The OIG selected T&A records for four employees to test payroll procedures and processes used in OGC. Two of the employees selected have T&A processing responsibilities. All records pertained to the 2008 leave year.

While the OIG found select instances of noncompliance with agency and Office of Personnel Management (OPM) policies and procedures, this noncompliance was not material. Controls are generally in place to guard against errors or irregularities and staff appears to take its responsibilities seriously. We found no instances of leave fraud or abuse. We commend OGC staff for the efforts it has made in this regard.

Findings of noncompliance involved leave request and certification requirements, and select other work schedule documentation requirements. For example, employees did not routinely prepare the OPM Form 71, *Request for Leave or Approved Absence*, when requesting/accounting for leave used. In total, we identified 417 hours of leave used without a leave slip by the four sampled employees. While these employees accounted for leave on FMC-109, *Employee Arrival and Departure Record*, this form is not provided to supervisors for review/approval, and it provides no assurances that leave taken was approved in advance.

We identified two instances where employees from offices outside OGC certified the OGC timekeeper's STAR report. Due to the absence of the alternate timekeeper on select days, the primary timekeeper requested assistance from other timekeepers. On these occasions, the primary timekeeper entered her own time and leave into the payroll system before asking another timekeeper to certify to the accuracy of the information. This was not a common practice in OGC, but it does point out an internal control deficiency that exists agency wide. Specifically, timekeepers should not have access to their own T&A records in the payroll system.

Other observations and findings, and recommendations to address them, are provided in the attached report. We thank OGC staff for its help and cooperation.

cc: Deputy Director, OA
Special Assistant, OA
Director, Office of Financial Management
Director, Office of Human Resources

Review of the Office of the General Counsel Time and Attendance Practices

The Office of Inspector General (OIG) completed a review of time and attendance (T&A) practices in the Federal Maritime Commission's (FMC) Office of the General Counsel (OGC). This audit was part of a concerted review of T&A practices in five Commission bureaus and offices. The audit objective was to assess whether OGC complies with agency policies and government regulations concerning T&A reporting.

Background

The FMC has a Service Level Agreement with the U.S. Department of Agriculture, National Finance Center (NFC), to process agency time and attendance records and to pay its employees. The System for Time and Attendance Reporting (STAR), an NFC supported, web-based application, is used by timekeepers to prepare and transmit attendance reports as final steps in pay and leave administration. Employees are responsible for accurately recording their time and attendance information and certifying the accuracy of their T&A records. Supervisors are responsible for approving work schedules, leave requests and certifying T&A biweekly submissions.

The FMC's Office of Financial Management (OFM) issued Standard Operating Procedures (SOP) for T&A in July 2007 and in April 2008. The SOPs identify procedures and responsibilities relating to the documentation of T&A processes and transmission of T&A records. The agency also provides guidance to its employees in Commission Order (CO) 64, *Employee Absence and Leave*, (December 3, 2004), and CO 92, *Work Schedules*, (December 15, 2003). CO 92 requires employees to document their work schedules on FMC-110, *Employee Request for Work/Telework Schedule* (See Appendix A) and the actual hours worked on FMC-109, *Employee Arrival and Departure Record*.¹ (See Appendix B)

Employee requests for leave (sick, annual or other) are to be made to the supervisor on Office of Personnel Management (OPM) Form 71, *Request for Leave or Approved Absence* (i.e., leave slip), in advance of the proposed leave. The supervisor can approve, disapprove or modify the request. The employee's signature on the leave request form is a strong control over leave abuse, as it certifies that the *leave/absence requested is for the purpose(s) indicated... and that falsification of information on the form may be grounds for disciplinary action, including removal*. (See Appendix C) OPM Form 71 provides employees with the option to include their social security number (SSN) on the form when requesting leave. However, in September 2006, the Commission notified its staff that this identifier was no longer needed to process the leave requests.

¹ Employees on compressed work schedules are required to complete FMC-109, however the agency recommends that all employees use the form to document time and attendance.

Timekeepers and alternates are designated by the Director of the office/bureau on FMC-81, *Designation of Authorized Representative* (See Appendix D). The alternate timekeeper is responsible for entering time and attendance information when the primary timekeeper is not available. To help ensure that no individual enters his/her own T&A information into STAR the alternate timekeeper also enters the primary timekeeper's T&A bi-weekly.

In OGC, the timekeeper relies on the information provided by the employee (i.e. the hours worked/leave used) for STAR system input. Once entered, a STAR report is printed for each employee for that pay period. The timekeeper, employee and the supervisor all must certify to the report's accuracy and that leave used was in keeping with federal laws and regulations. It is critical that the reports are accurate and supported by detailed records.

Timekeepers are also responsible for maintaining employee leave on FMC-183, *Annual Attendance Record* (See Appendix E), for each pay period. This form is maintained by the OGC timekeeper to document and verify leave balances. OFM provides the timekeeper with this form at the beginning of the leave year. The OGC has one timekeeper and one alternate; both are physically located within the Office.

The OGC requires staff to record its arrival and departure bi-weekly on FMC-109, *Employee Arrival and Departure Record*, regardless of their work schedule. The form is provided to the timekeeper so that hours worked and leave used can be entered into STAR. The timekeeper also maintains a daily attendance record for each employee and a monthly electronic calendar that is shared with the General Counsel (GC), identifying staff leave, training and other events requiring staff to be out of the office.

Objectives, Scope and Methodology

According to the Government Accountability Office (GAO), the primary objectives of internal control in a T&A system are to ensure that the system complies with applicable legal requirements, supports reporting of reliable financial information, and operates effectively and efficiently.

The objective of this review was to assess whether OGC complied with agency policies and government regulations concerning employee time and attendance. At the time of our audit, OGC had a staff of 10, including two timekeepers (primary and alternate). We selected four employees from the office; the timekeeper, the alternate timekeeper and two employees selected at random, for detailed review of their respective leave slips, STAR reports, work schedule requests, employee maintenance data sheets and annual attendance records. The review scope included all pay periods in calendar year 2008.

We began the review by gaining an understanding of T&A practices used in the OGC and compared these practices with OPM and FMC timekeeping rules and regulations. For each employee in our sample we reviewed STAR reports and reconciled leave taken with leave request forms, and verified that each STAR report contained required certifications (timekeeper, employee and supervisor). We reviewed employee requests for leave to determine whether leave

was requested and approved in advance of leave taken. We also tied leave requests back to the STAR system to verify that leave requested matched leave recorded, and inspected each form for Personally Identifiable Information (PII). We reviewed forms FMC-109 and FMC-110 to determine whether they were completed accurately and, when applicable, evidenced supervisory approval. Finally, we reviewed the FMC-183 for accuracy and reconciliation with STAR for the last pay period in the year.²

We conducted the audit in January through May 2009, in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on these objectives.

Audit Findings and Recommendations

While the OIG found instances of noncompliance with agency and OPM policies and procedures, this noncompliance was not material. Controls are generally in place to guard against errors or irregularities and staff appears to take their responsibilities seriously. We found no instances of leave fraud or abuse of leave. We commend OGC staff for the effort it has made in this regard. Also, in a small office where all staff work in physical proximity, irregularities or schedule deviations would tend to be noticeable by coworkers and supervisors, which serves as a strong deterrent to abuse.

We did observe instances of noncompliance with select leave requirements that, if left uncorrected, could ultimately result in more serious problems. OIG findings of noncompliance involved leave request and certification requirements and select other work schedule documentation requirements that are easily addressed and corrected. For example, all four of the employees that we reviewed did not always prepare the OPM Form 71 (leave slip) when requesting/accounting for leave used. In total, we identified 417 hours of leave used without a leave slip by the four sampled employees. Instead of the leave slip, these employees accounted for leave on their FMC-109, *Employee Arrival and Departure Record*. But FMC-109 is not a good substitute for the Form 109 because it is not provided to supervisors for review/approval, and it provides no assurances that leave taken was approved in advance.

We identified two instances where employees from offices outside OGC certified the OGC timekeeper's STAR report. Due to the absence of the alternate timekeeper on select days, the primary timekeeper requested assistance from other timekeepers. In two instances, the primary timekeeper entered her own time and leave into the payroll system before asking another

² Because the OIG relied on timekeepers to supply much of the documentation we audited, we requested that OGC staff certify, in writing, that the records were not modified (created, deleted or altered) from the date of our request. Frequently management of an office (or bureau) has a role in assembling or supplying the documentation and we routinely ask management to provide such certification too. The GC did not sign the certification because, according to him, he did not play a role in providing the payroll records to the OIG.

timekeeper to certify to the accuracy of the information. This was not a common practice in OGC.

The payroll files contained the required FMC-110, *Employee Request for Work/Telework Schedule* to document work schedules for three of the four employees reviewed. The three employees used the updated version of the form, which includes the telework option. However, two of the three forms did not reflect the employees' alternate work schedule (AWS) and current supervisor.

These and other findings, along with recommendations to address the noted deficiencies, are provided below.

Finding 1. Leave Documentation Requirements were not Routinely Followed

Commission Order 64, *Employee Absence and Leave*, requires employees to request annual and sick leave, compensatory time off, leave without pay, family and medical leave, and other paid absences, on OPM Form 71, *Request for Leave or Approved Absence*. These requests are initiated by the employee and approved (or disapproved) by the employee's supervisor and, except in extenuating circumstances, are to be submitted in advance of leave used. The form is given to the timekeeper (i) to validate that leave taken in a given pay period was approved and (ii) to identify the number of leave hours used in the pay period for entry into STAR.

GAO's *Standards for Internal Control in the Federal Government* states that all transactions and other significant events are to be clearly documented and the documentation should be readily available for examination.

We reviewed leave request forms for the four employees in our sample for each pay period in 2008 (26 pay periods). Specifically, we reviewed whether leave was requested in advance using required leave request forms and reconciled to the STAR reports, and whether leave requests unnecessarily contained personally identifiable information (PII), e.g., social security numbers (SSN).

Leave Used Without Proper Documentation

We found the OGC staff did not always obtain approved leave slips for leave used, but did note the hours that were used on FMC-109. CO 64, *Employee Absence and Leave*, states that annual, sick leave and other applicable leave should be submitted to the supervisor for approval on OPM Form 71. The OPM Form 71 is primarily used as a management tool and a vehicle for timekeepers to record the use of leave and reconcile it with other supporting documents. Use of the form also ensures that leave is approved in advance. The following table illustrates the number of leave hours used during the year without a valid leave request form:

	Number of Occurrences	Number of Hours
Timekeeper	23	178
Alternate	18	121
Staff	7	57
Staff	8	62
Total	56	418

The OIG identified 56 instances, totaling 418 hours of leave, where no approved leave slip was provided for leave used. We relied upon the FMC-109 to reconcile leave taken with leave entered in STAR. While we were able to reconcile leave usage using FMC-109 and the STAR report, we observed that over 70 percent of the hours of leave taken without a leave slip were

associated with the primary and alternate timekeepers. This raises a concern, since the supporting documentation is not provided to the supervisor/office head when the STAR reports are certified. Leave used in small increments, especially early in any given pay period, could be overlooked by final certifiers.

Recommendation 1. The OIG recommends that OGC staff make all requests for leave on OPM Form 71.

Use of Updated OPM Form 71

We reviewed completed leave slips (when available) to determine whether employees used the revised OPM Form 71 and to identify PII.

The Standard Form 71 was provided to federal employees in December 1997 and again in June 2001 (revised). The updated OPM Form 71 requires an employee, who requests sick leave, to indicate the purpose for the leave, when applicable, which includes (i) *illness / injury / incapacitation of requesting employee* and (ii) *care of family member with a serious health condition*. The agency's CO 62 requires an employee who invokes his/her right to Family and Medical Leave to provide a medical certification. These requirements provide the employee's supervisor with additional information relating to the use of sick leave. FMC requires that all leave requests be made on the revised OPM Form 71.

All four employees reviewed used the new (revised) form (when the form was used).

Social Security Numbers on Leave Slips

The SSN is a unique identifier issued to U.S. citizens, and to permanent and temporary residents. However, with increased awareness of identity theft and the need to protect PII, the collection of SSNs for routine uses has been significantly curtailed. PII is any information about an individual which can potentially be used to uniquely identify, contact or locate that individual.

In September 2006, the agency issued guidance to staff regarding the use of PII. The guidance stated, in part, that the SSN was no longer required on leave requests and other agency-used forms. Further, the agency disabled the SSN field on the electronic leave request form. None of the four sampled employees used their SSN on any of the leave slips that were provided. We commend OGC staff for effectively safeguarding PII on leave request forms.

Finding 2. STAR Certification by Non-Designated Alternate Timekeepers

Bureau/Office heads submit FMC-81, *Designation of Authorized Representative*, to the Office of Human Resources through the Office of Financial Management (OFM) to identify the payroll certifier and the primary and alternate timekeepers. Timekeepers are assigned user codes and passwords to access the system. In OGC, the primary timekeeper is responsible for entering time and attendance information for nine staff.

According to GAO's *Standards for Internal Control in the Federal Government*, key duties and responsibilities should be divided or segregated among different people to reduce the risk of error or fraud. Further, the agency's T&A procedures state that alternate T&A clerks are responsible for preparing the primary timekeeper's time card. We verified from the FMC-81 that OGC had assigned an alternate timekeeper to perform the primary timekeeper's duties in her absence and to enter the primary timekeeper's T&A into the STAR system.

During the audit, we observed two deviations from the alternate timekeeper's practice of entering the primary timekeeper's T&A information into STAR. For pay periods 10 and 13, we noted that other individuals certified the primary timekeeper's STAR report in place of the alternate timekeeper, specifically Office of the Secretary and the Bureau of Trade Analysis timekeepers. This certification indicates that these individuals entered the OGC's timekeeper's T&A. However, neither have the access rights to do so. When we asked the OGC timekeeper how individuals without access to OGC T&A records were able to make these entries, she explained that, in these two instances, she entered her time into STAR and simply asked these other individuals to sign the document so that it could be processed.

While we have concerns about timekeepers entering their own time into the STAR system, these outcomes in OGC occurred because the alternate was not in the office when the timecards were prepared. Rather than asking other timekeepers to sign off on a document that they did not prepare, it would be best to simply ask OFM staff to make the entries in STAR for the timekeeper in similar situations.

The larger issue here is the absence of internal control in the system that allows timekeepers access to their own T&A information in STAR. This is a serious internal control vulnerability because timekeepers can make adjustments to, for example, their own leave balances with little fear of detection. To correct this deficiency the agency will need to eliminate the timekeepers' access to their records in STAR.

Recommendation 2. We recommend GC inform the primary timekeeper to request OFM staff to enter her T&A in STAR when the alternate timekeeper is not available.

Recommendation 3. We recommend that the Office of Administration make changes to limit access by timekeepers to their payroll (T&A) records in STAR.

Finding 3. Adherence to Agency Policies

The Commission establishes policies and procedures for staff (employees, timekeepers and supervisors) to follow to ensure compliance with government-wide regulations. Review of timekeeping practices used by the employees in our sample revealed inconsistent compliance with agency guidelines pertaining to the FMC-110 and full compliance with FMC-109.

Employee Request for Work/Telework Schedule

According to CO 92, *Work Schedules*, supervisors are responsible for providing each employee with a copy of FMC-110, *Employee Request for Work/Telework Schedule*. This enables supervisors to monitor employee arrival and departures. Employees are responsible for completing FMC-110 and submitting it to the supervisor/Director (if applicable) for approval. This form can be found on the agency's intranet. Once the form is approved or disapproved by the supervisor a copy is provided to the timekeeper.

We found three of the four sampled employees who worked a regular or an alternate work schedule (AWS) provided FMC-110 to the supervisor. Only one employee (who worked a regular schedule) did not have an FMC-110 on file. We also noted that information on two employee work schedules was outdated, e.g., supervisor, work schedule and AWS information was incorrect. Three of four OGC employees used the newer, required FMC-110 to document their work schedules.

The OGC addressed the findings identified above when brought to its attention at the conclusion of our audit. OGC management provided updated FMC-110s of the sampled employees, reflecting the current supervisor and work schedule. We commend the OGC for addressing this finding to comply with the agency policy.

Employee Arrival and Departure Record

CO 92 requires employees on compressed work schedules (AWS or four 10-hour days) to submit a written record of arrival and departure times on FMC-109, *Employee Arrival and Departure Record*, at the end of each pay period. The form is to be certified by the employee before it is submitted to the timekeeper. Employees working a "regular" work schedule (eight hours per day) are also encouraged to use the form to document hours worked and leave used. When signed by the employee, it enhances controls over T&A abuse and facilitates T&A input accuracy.

OGC requires all employees to maintain and submit FMC-109 bi-weekly to their timekeeper regardless of their work schedule. We found all four sampled employees provided the form for each pay period in CY 2008, with the minor exception of one employee who provided the form 24 of the 26 pay periods. (This employee was on a regular work schedule.) We commend OGC for requiring this document from all OGC employees.

Finding 4. Certification of STAR

The STAR report is generated by the timekeeper after T&A information has been entered into the STAR system. The STAR report is printed and certified for accuracy by the timekeeper, employee and the supervisor. The T&A SOP states that when an employee is not available to certify the STAR, a notation explaining the employee's absence should be made.

We found the timekeeper, employee, and the supervisor did not always certify STAR reports, although most occurrences involved staff certifying their own STAR reports. For example, the primary timekeeper (or the alternate) did not certify the STAR in two of 26 instances, and the supervisor failed to certify the STAR on one occasion. On the other hand, for the two staff reviewed (non-timekeepers), we identified 9 instances (of 52 pay periods) without employee certifications.

Recommendation 4. We recommend the OGC timekeeper and alternate adhere to the T&A SOP to note the reason an employee was not available to certify the STAR.

Finding 5. Errors found on the Annual Attendance Record

The T&A SOP states that the timekeeper shall record all leave taken during the pay period to the employee's FMC-183, *Annual Attendance Record*, which is available manually or electronically. Each calendar year the timekeeper is provided a blank FMC-183 for this purpose. This record is to be maintained regularly, as it is used to create and verify leave balances, and is routinely used by OFM to make corrections to the NFC database when errors occur.

We used a modified version of this form to perform a leave audit for the four employees in our sample using balances carried over from the last pay period in CY 2007, leave slips, FMC-109 and hours charged on STAR, and compared it to the FMC-183 maintained by the timekeeper.³ The modified version had other elements relating to our testing of the records. Three of the four employee leave balances reconciled with FMC-183, our leave audit and STAR. However, we identified an error in the leave balance for the remaining employee. Specifically, we found a discrepancy in the sick leave balance that carried over into CY 2009. Adjustments to correct these leave balances must be performed by OFM staff.

Leave audit results are provided below:

³ A leave audit reconciles opening leave balances, leave earnings and usage, with closing leave balances for a predetermined time period.

	Employee 1
Annual Leave – STAR	238
Annual Leave – FMC-183	238
Annual Leave – Leave Audit	238
Difference	0
Sick Leave – STAR	298
Sick Leave – FMC-183	298
Sick Leave – Leave Audit	297
Difference	(1)

The GAO *Standards for Internal Control in the Federal Government* states that transactions should be promptly recorded to maintain their relevance and value to management in controlling operations and making decisions. According to CO 64, *Employee Absence and Leave*, timekeepers will keep accurate records and supervisors will carefully monitor the use of advance annual leave. With incorrect leave balances, employees may be using leave that they are not entitled to or may base leave decisions on

inaccurate leave-balance information.

The amount of the discrepancy for the above employee is minimal. However, maintaining accurate leave balances on FMC-183 are needed; this form is used by OFM to make corrections to the NFC database and STAR when needed.

Recommendation 5. We recommend the timekeeper reconcile the Annual Attendance Record to leave slips, FMC-109 and STAR reports, to ascertain the correct leave balances for its employee by the end of FY 2009.

Memorandum

TO : Inspector General

DATE: July 7, 2009

FROM : General Counsel

SUBJECT: Response of OGC Management to Audit Report – Time and Attendance Practices

This memorandum constitutes management's response to the audit report transmitted in draft on April 27. Subsequent to that date, OIG also convened an exit conference to discuss the report's findings; the Inspector General was not present for that latter meeting.

OIG acknowledges that "Controls are generally in place to guard against error or irregularities and staff appears to take their responsibilities seriously." Audit Report, at 3. Likewise, the OIG "found no instances of leave fraud or abuse." *Id.* Both in the Audit Report and in the memorandum transmitting same to OGC, the Inspector General is constrained to "commend OGC staff for the efforts it has made in this regard." *Id.* As supervisor of the timekeepers and staff of the Office of General Counsel, I concur in OIG's findings in this regard. Although noted only in passing within the Audit Report, OIG also documented OGC's supplemental office procedures which record staff arrivals and departures on Form FMC-109 regardless of work schedule, *id.* at 2 and 7; creation of a monthly electronic calendar shared with the GC as to staff leave, training and other events, *id.* at 2; the safeguarding of PII on leave request forms, *id.* at 5; and the use of updated FMC-110 forms, *id.* at 7, as evidencing a staff approach which, at all times, seeks to be fully observant of the spirit of the Commission's time and attendance regulations.

Inasmuch as OIG recommendations herein entail only minimal additional burdens, OGC proposes simply to concur in their implementation, even though such new requirements are not driven by any determination of fraud, waste or abuse:

- 1. The OIG recommends that OGC staff make all requests for leave on OPM Form-71, and those requests be made in advance when possible and be attached to the STAR during certification.**

We concur with the recommendation to the extent that requests for leave be memorialized on Form 71. All staff have been reminded of the need to use Form 71.

- 2. We recommend GC inform the primary timekeeper to request OFM staff to enter her T&A in STAR when the alternate timekeeper is not available.**

We concur and will implement this recommendation on an ongoing basis.

- 3. We recommend that the Office of Administration make changes in STAR to deny access by timekeepers to their payroll (T&A) records.**

We concur to the extent that timekeepers should not have access to input or alter their own records. Subject to the programming requirements of NFC's STAR system, we believe that a recommendation that timekeeper access to an employee's own records be limited to "read only" access will allow the timekeepers the continued ability to view their own record while satisfying OIG's objective to minimize a potential internal control vulnerability. See 46 CFR 503.65.

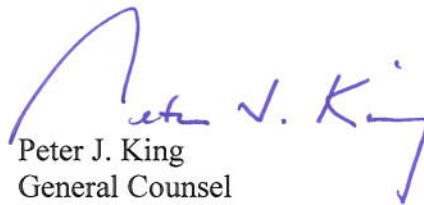
- 4. We recommend the OGC timekeeper and alternate adhere to the T&A SOP to note the reason an employee was not available to certify the STAR.**

We concur. By memorandum dated May 11, 2009, OGC staff were reminded of the procedures applicable to completing leave slips and as to timesheets.

- 5. We recommend the timekeepers reconcile the Annual Attendance Record to leave slips, FMC-109 and STAR reports, to ascertain the correct leave balances for its employees.**

We concur. OGC's timekeeper met with OIG staff on May 8, 2009 to address reconciling employee leave balances, and will implement this recommendation on an ongoing basis.

In the ongoing effort to combat the possibility of fraud and abuse, equal attention must be taken by the Inspector General that government operations not be rendered unnecessarily cumbersome. Discretion in fashioning findings and OIG recommendations that may have the effect of requiring ever greater detail and documentation from component offices of the Commission should be deemed particularly appropriate in the absence of any instance of noncompliance found to be *material*, as in the present case. In such instance, it may be more productive, both to the Commission and to our employees, to promote affirmative changes in the regulations or Commission Orders where current office procedures have not given rise to documented abuses.



Peter J. King
General Counsel

**FEDERAL MARITIME COMMISSION
EMPLOYEE REQUEST FOR WORK/TELEWORK SCHEDULE**

To: _____

- I request a regular work schedule.
- I request that the following flexible hours be established for me.

Arrival time : _____

Departure time : _____

- I request that the following compressed work AND/OR telework schedule be approved for me. Please indicate 8-hour day, day off, or telework day, as appropriate. If requesting episodic teleworking, designate work hours and check the episodic teleworking line.

First week of pay period.

Monday	:	_____	a.m. to	_____	p.m.
Tuesday	:	_____	a.m. to	_____	p.m.
Wednesday	:	_____	a.m. to	_____	p.m.
Thursday	:	_____	a.m. to	_____	p.m.
Friday	:	_____	a.m. to	_____	p.m.

Episodic teleworking

Second week of pay period.

Monday	:	_____	a.m. to	_____	p.m.
Tuesday	:	_____	a.m. to	_____	p.m.
Wednesday	:	_____	a.m. to	_____	p.m.
Thursday	:	_____	a.m. to	_____	p.m.
Friday	:	_____	a.m. to	_____	p.m.

Employee's Signature

Date

SUPERVISORY RECOMMENDATION

- Approve
- Approve as modified
- Disapprove (justification attached)

Supervisor's Signature

Date

- Approved
- Approved as modified
- Disapproved

Bureau or office director's signature

Date

cc: Employee
Timekeeper

FEDERAL MARITIME COMMISSION

Employee Arrival and Departure Record

Name _____

Pay Period Beginning _____ Ending _____

DAY	ARRIVAL TIME	DEPARTURE TIME	LEAVE (hours)	
			ANNUAL	SICK
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

I hereby certify the accurateness of this information.

Employee Signature Date

Request for Leave or Approved Absence											
1. Name (Last, first, middle)			2.								
3. Organization											
4. Type of Leave/Absence				5. Family and Medical Leave							
Check appropriate box(es) and enter date and time below)	Date		Time		Total Hours						
	From	To	From	To							
<input type="checkbox"/> Accrued annual leave											
<input type="checkbox"/> Restored annual leave											
<input type="checkbox"/> Advance annual leave											
<input type="checkbox"/> Accrued sick leave											
<input type="checkbox"/> Advance sick leave											
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other											
<input type="checkbox"/> Compensatory time off <input type="checkbox"/> Other paid absence (specify in remarks) <input type="checkbox"/> Leave without pay											
						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>					
6. Remarks											
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.											
7a. Employee signature				7b. Date signed							
8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)											
8b. Reason for disapproval											
8c. Signature				8d. Date signed							
Privacy Act Statement Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.											

FEDERAL MARITIME COMMISSION

DESIGNATION OF AUTHORIZED REPRESENTATIVE

INSTRUCTIONS: A new form must be completed and forwarded to the Office of Financial Management whenever the designee or alternate changes.

NAME OF DESIGNEE (Print above, last name first)	SIGNATURE OF DESIGNEE
NAME OF ALTERNATE (Print last name first)	SIGNATURE OF ALTERNATE
ORGANIZATIONAL AREA OF RESPONSIBILITY	
DESIGNEE (or Alternate) IS AUTHORIZED TO <input type="checkbox"/> 1. CERTIFY/APPROVE TIME AND ATTENDANCE CARDS <input type="checkbox"/> 2. ACT IN THE CAPACITY OF TIME AND ATTENDANCE CLERK. <input type="checkbox"/> 3. REQUEST/APPROVE TRAVEL AUTHORIZATIONS, TRAVEL VOUCHERS AND LOCAL TRAVEL REIMBURSEMENTS. <input type="checkbox"/> 4. OTHER (SPECIFY) _____ _____	ADMINISTRATIVE LIMITATIONS This cancels previously issued FMC-81
SIGNATURE AND TITLE OF OFFICIAL AUTHORIZED TO DESIGNATE REPRESENTATIVE Signature _____ Title _____	DATE

