

**MPR 3600.2
REVISION I**

**EFFECTIVE DATE: November 5, 2019
EXPIRATION DATE: November 5, 2024**

MARSHALL PROCEDURAL REQUIREMENTS

RS01

TIME AND ATTENDANCE PROCESS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/2/00	
Revision	A	3/10/03	Updated URL in footers. Process changes per implementation of the WebTADS timekeeping system and the NASA/Agency Administrator directive to simplify time and attendance reporting.
Revision	B	9/10/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR, changed "shall" to bold print in paragraph headings.
Revision	C	7/17/2006	Updated Section 2 with Management responsibilities for the full cost environment. Added par 3.2 to explain timekeeping for Special Initiatives.
Revision	D	4/25/2008	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility.
Revision	E	1/30/2009	Revision to include the NSSC processes and to update terminology used at MSFC. Reflects minor editorial changes. Draft 2 added a new requirement concerning secure id tokens, see paragraphs 2.1.5 and 2.2.3.
Revision	F	4/01/2009	Revised to specify that only supervisors and team leads shall approve time and attendance data. Updated terminology in 3.2.4. Minor editorial changes.
Revision	G	6/2/2011	Revision requested by Office of Human Capital to add assistant managers with those authorized to approve time and attendance data. Added 2.1.7.2 and 2.2.3.1 concerning the WebTADS Mobile Application. Flow diagrams revised. Editorial changes throughout.
Revision	H	7/3/2012	Revision to reflect changes pursuant to the GOLD process. Added paragraphs c. and d. under Applicability as requested by Directives Manager. Added 2.2.1.1 on education/outreach activities. Revised paragraph 2.3 on SEB time charging. Editorial changes throughout. Reformatted to comply with new required template per MPR 1410.2J and as instructed in MWI 1410.1F.
Change	1	2/10/2014	On 2/10/14, at the request of the OPRD, an administrative change was made at P.5 to include measurement/verification information, url references for mobile apps were updated, to change the NSSC service delivery guide document number, correct acronym for CM&O, and other typographical and administrative corrections.
Change	2	3/21/2016	On 3/21/16, at the request of the OPRD, an administrative change was made changing NPR 1441.1 citations to NRRS 1441.1.
Revalidation	H	6/5/2017	No changes to requirements or the process. Updated Appendix B and D to delete "NEACC" and add "AAO."
Revision	I	11/5/2019	This is being processed as a Change Request. Comments will only be accepted on highlighted areas. Section 1.6, replace "Center" with NSSC, Remove Section 1.6.4, and Delete 3 digit references in Appendix E, Charts 1 and 2, and for Chart 1, last box replace "File Forwarded to NSSC for processing" to "File is processed by the NSSC." Updated section 1.1, 2.2, and 2.2.1. Deleted sections 2.2.2, 2.2.3, 2.2.4, 2.2.5, and 2.2.6.

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PREFACE

P.1 PURPOSE

This MPR directive establishes the responsibilities and procedures for recording, approving, and reporting of MSFC employee time and attendance data in accordance with NPR 9620.1.

P.2 APPLICABILITY

- a. This MPR applies to the Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to the Michoud Assembly Facility.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 9620.1, Payroll

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1388.1, Employee Participation in NASA Education and Communications Activities
- b. NRRS 1441.1, NASA Records Retention Schedules
- c. NASA HQ Office of the Chief Financial Officer letter dated September 30, 2008, Two-Factor Authentication Security and WebTADS Processing Impacts

P.5 MEASUREMENT/VERIFICATION

Reports from the WebTADS electronic timekeeping system provide measurement and verification of this process.

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P.6 CANCELLATION

MPR 3600.2H , Time and Attendance Process, dated July 3, 2012.

Electronically approved by

Jody Singer
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 Supervisors, assistant managers, team leads, or designated alternate (as assigned by the supervisor) shall:

1.1.1 In coordination with Business Office personnel, plan and review all civil service labor costs associated with their area of responsibility.

1.1.2 Ensure that civil service labor is properly charged within their area of responsibility to maintain discipline and consistency with full cost management.

1.1.3 Ensure that data recorded by each employee, against each labor code, for each pay period is consistent with work performed against the activity supported, and is both accurate and complete.

1.1.4 Certify time cards for their area of responsibility prior to the NASA Shared Services Center (NSSC) established biweekly cutoff. Time cards not entered and certified in the Web-based Time and Attendance distribution System (WebTADS) prior to the cutoff “will be charged annual leave,” according to Agency guidance from the NASA HQ Office of the Chief Financial Officer (CFO).

1.1.5 Obtain a remote access token for the virtual private network (VPN) from the MSFC Protective Services Office, if needed, for the purpose of entering and certifying time from a remote location.

1.1.5.1 According to the Office of Management and Budget mandate concerning systems containing Personally Identifiable Information, a two-factor authentication process (VPN token) is required to access WebTADS via computer away from the office or the MSFC network.

1.1.5.2 To access the WebTADS Mobile application for Blackberry or an iOS device (such as iPhone, iPod, or iPad), a VPN token is not needed. The WebTADS Mobile application is available for NASA-issued Blackberry, iPhone, iPad and iPod at <https://apps.nasa.gov>.

1.1.6 Approve, modify, or reject changes to certified time cards submitted in the timekeeping system by the employee or alternate. These are known as prior pay period adjustments (PPPA).

1.1.7 Approve, modify, or reject overtime or leave requests submitted in the timekeeping system by the employee or alternate.

1.2 Employees shall:

1.2.1 Review time and attendance data to ensure that labor categories and hours are accurate and complete.

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1.2.2 Record hours worked and leave hours for each pay period, as accurately as possible against the particular program, project, or Center Management and Operations (CM&O) activity for which the work was performed, in the timekeeping system.

1.2.2.1 Employees whose time cards are not entered and certified in WebTADS before the NSSC established biweekly cutoff will be charged annual leave, in accordance with Agency guidance.

1.2.3 Obtain a remote access (VPN) token from the MSFC Protective Services Office, if needed, for the purpose of entering time and attendance data via computer from a remote location.

1.2.3.1 Employees who utilize a NASA-issued Blackberry or an iOS device (such as iPhone, iPod, or iPad) to access the WebTADS Mobile application do not need a VPN token to access the system. The WebTADS Mobile application is available for Blackberry, iPhone, iPad and iPod at <https://apps.nasa.gov>.

1.2.4 Correct any errors on the timesheet prior to approval by the employee's supervisor, assistant manager, or team lead.

1.2.5 Perform on-line PPPA requests for those instances when time and attendance data was erroneously recorded in the payroll system and requires correction. Submit these adjustment requests for on-line approval by the employee's supervisor, assistant manager, or team lead and acceptance for pay processing by the NSSC.

1.2.6 Perform on-line requests for overtime, compensatory time earned, holiday work and religious compensatory time earned, and leave, and submit for approval by the employee's supervisor, assistant manager, or team lead.

1.2.7 Contact an alternate who has WebTADS access to perform the timekeeping function for the employee when the employee is not available.

1.3 If called upon to act for the employee, the alternate shall:

1.3.1 Receive time and attendance data from the employee.

1.3.2 Record the data in the timekeeping system.

1.4 The owner of the labor code (or designee) shall:

1.4.1 Verify the level of effort and names for each individual charging to their labor code.

1.4.2 In the event that the level of effort from the supporting activity (e.g., CM&O) is not consistent with the pre-approved agreements or requirements dictate a change, notify the supervisor, assistant manager, or team lead of the need for a different level of service.

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1.5 The cognizant business office personnel shall:

1.5.1 Keep apprised of correct labor coding and distribution practices at the Center.

1.5.2 Communicate correct labor codes to managers and employees within their area of responsibility.

1.5.3 Advise managers and employees when labor coding for their organization is changed.

1.5.4 Advise employees of the correct labor code(s) to be used in recording employee time.

1.5.5 Assist employees in resolving any problems related to proper time charges.

1.6 The NSSC payroll group shall:

1.6.1 Receive time and attendance data and initiate the payroll process for checking missing and unapproved timesheets for the current pay period.

1.6.2 Run the timesheet status listing (missing list) to check for unapproved timesheets and timesheets with less than 80 hours recorded.

1.6.3 Notify approver, employee, or alternate if timesheet data is missing, incomplete, or not approved.

1.7 According to Service Delivery Guide NSSDG-9620-0001, the NSSC is tasked to:

1.7.1 Accept or reject prior pay period time and attendance adjustments approved by the supervisor or team lead.

1.7.2 Run the prior pay period accepted adjustment report from the timekeeping system.

1.7.3 Ensure that the payroll system is updated properly according to the prior pay period accepted adjustment report and that the employee adjustments are processed for pay in the current pay cycle.

1.7.4 Ensure that pay is processed for each employee.

1.7.5 Process timesheets for which approval cannot be secured, as annual leave.

1.7.6 Lock the timekeeping system after all timesheets have been corrected.

1.7.7 Run the final timesheet status listing after all incomplete or missing timesheet data have been corrected.

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1.7.8 Run the timesheet warning messages report and initiate the payroll audit process for reviewing approved time and attendance data to ensure regulatory recording of leave, overtime, compensatory time, and other attendance as necessary.

1.7.9 Identify changes to timesheet data for updating in the payroll and timekeeping systems.

1.7.10 Ensure that PPPA not approved by the certifier are expired from the timekeeping system when they have been in the system for more than 32 days after initiation, in accordance with Agency policy.

1.7.11 Ensure that each employee with an expired PPPA is notified via an automatic email message.

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CHAPTER 2. PROCEDURES

The process flows for recording, approving, and compiling time and attendance data are shown in Appendix E. This process creates the input for payroll information that is reviewed by the NSSC. The process also provides input to the Agency Labor Distribution System (ALDS) in accordance with NPR 9620.1. Information resulting from this process is used in Center and Agency reporting of civil service labor costs.

2.1 Timekeeping for Miscellaneous Center Events and Education/Outreach:

2.1.1 Civil service time charges for employee participation in miscellaneous Center events shall be to the labor charge code the employee uses normally. Examples of miscellaneous Center events are the Combined Federal Campaign (CFC) Kick-Off, cultural awareness program events, award ceremonies, Earth Day and SHE Day. These events are generally of short duration (not more than 8 consecutive hours).

2.1.1.1 Based on both employee and organizational deliverables, a reasonable amount of official duty time as determined by the supervisor is authorized for charging to the labor charge code the employee uses normally to participate in mission-related education and outreach activities. Advanced coordination with supervisor and employee should occur to ensure that participation in education and outreach activities does not interfere with the performance of the employee's primary job duties. (NPD 1388.1)

2.1.2 For employees working on multiple projects within a single pay period, time for special events may be distributed among the projects according to the employee and project manager's discretion. The intent shall be to maintain equitable overhead charges across all projects where the employee accumulated hours during that pay period.

2.1.3 For individuals assigned to support miscellaneous Center events for a specified period exceeding 8 consecutive hours (for example, the CFC chairperson), specific authorization for use of a Center CM&O labor code may be provided upon review by the CFO and approval by the Associate Director.

2.1.3.1 The authorization shall include details as to the number of hours that can be accumulated against the charge code and the period of time the code is valid.

2.2 Timekeeping for Source Evaluation Board/Team (SEB/T):

2.2.1 Individual SEB or SET members (i.e., Chair, Procurement Representative, and Voting Members) and Technical/Business Committee members assigned to a formal source evaluation activity shall charge all labor associated with such activities to their regular labor codes.

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APPENDIX A

DEFINITIONS (Reserved)

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APPENDIX B

ACRONYMS

AAO – Agency Applications Office

ALDS – Agency Labor Distribution System

ASL – Advance Sick Leave

CFC – Combined Federal Campaign

CFO – Chief Financial Officer

CM&O – Center Management and Operations

GAO – Government Accountability Office

iOS – Apple’s Operating System

NSSC – NASA Shared Services Center

PPPA – Prior Pay Period Adjustment

PSM – Procurement Strategy Meeting

SEB/T – Source Evaluation Board/Team

VLTP – Voluntary Leave Transfer Program

VPN – Virtual Private Network

WebTADS – Web-based Time and Attendance Distribution System

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APPENDIX C

VERIFICATION MATRIX (Reserved)

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APPENDIX D

RECORDS

D.1 Employee electronic timesheets, supporting documents (i.e., approved electronic overtime and leave requests), electronic prior pay period adjustments; as well as electronic telework, voluntary leave transfer program (VLTP) and advance sick leave (ASL) requests are the records resulting from this process. These records will be maintained by the Agency Applications Office (AAO) via WebTADS, in accordance with NRRS 1441.1, Schedule 3/48/A/1; “destroy after Government Accountability Office (GAO) audit or when 6 years old, whichever is sooner.”

D.2 The NSSC is responsible for medical/military documents necessary to complete or validate VLTP or ASL requests as well as manual timesheet corrections necessary for the Department of Interior to complete payroll processing. These records are maintained by the NSSC, in accordance with NRRS 1441.1, Schedule 3/48/A/1; “destroy after GAO audit or when 6 years old, whichever is sooner.”

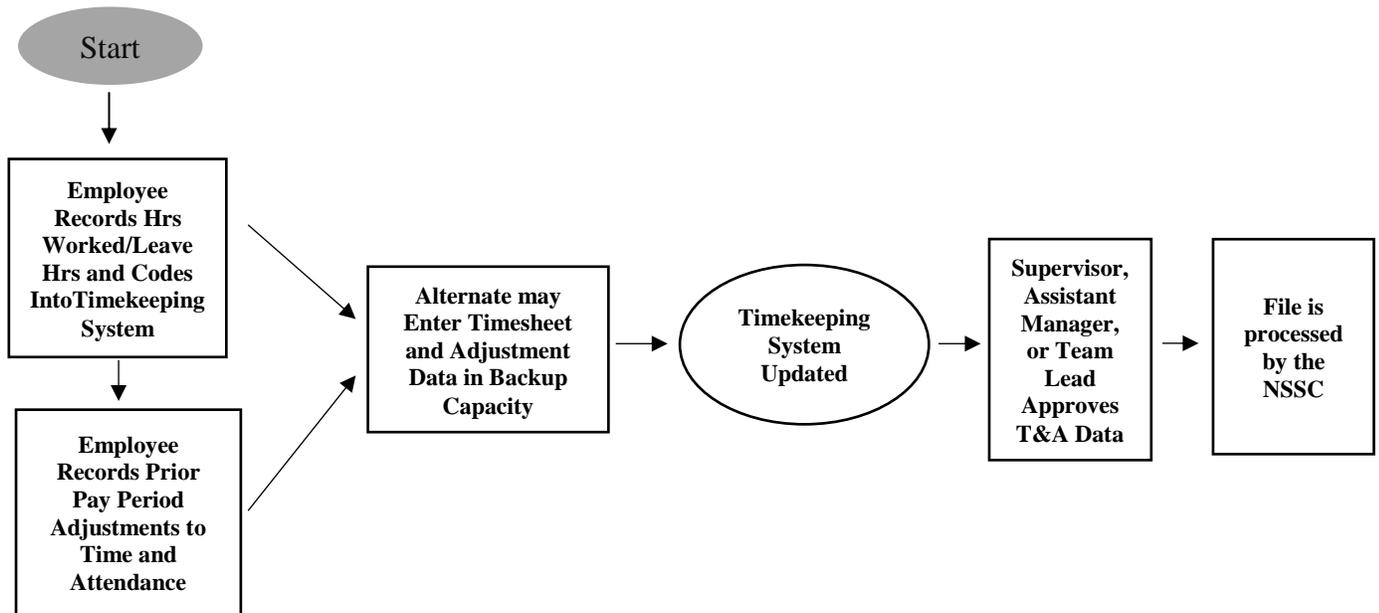
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APPENDIX E

FLOW DIAGRAMS

Chart 1

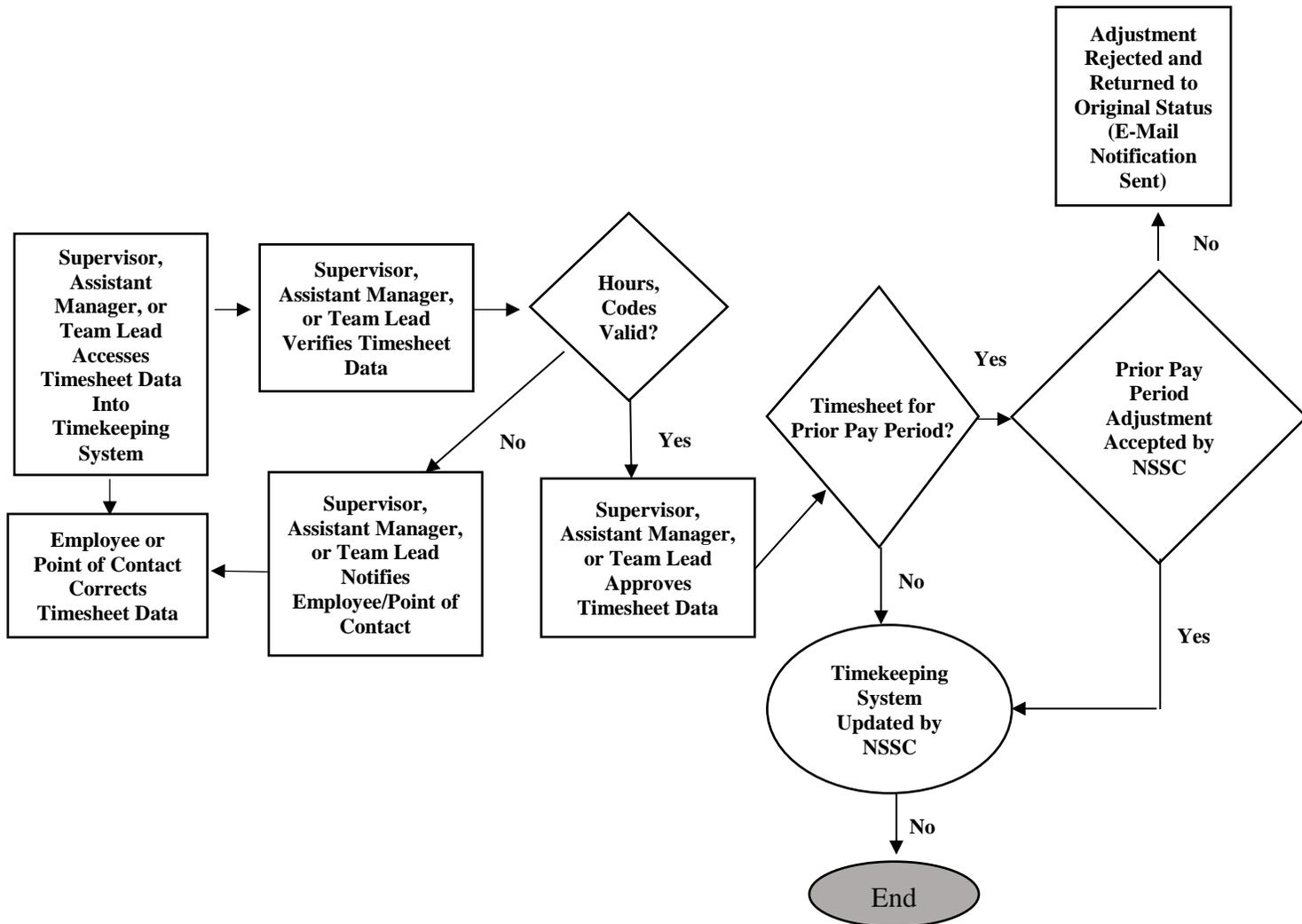
**MSFC Time and Attendance (T&A)
Processing**



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Chart 2

Supervisor, Assistant Manager, Or Team Lead Approves Timesheet Data



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APPENDIX F

REFERENCES

F.1 NSSC-FM-SDG-0004, NASA Shared Services Service Center, Payroll Time and Attendance Service Delivery Guide, accessed from,
https://answers.nssc.nasa.gov/app/answers/detail/a_id/6190/kw/Service%20Delivery%20Delivery%20Guides