From: Chief of Naval Personnel

Subj: CIVILIAN TIME AND ATTENDANCE FOR THE BUREAU OF NAVAL PERSONNEL

Encl: (1) Revised page 2 of BUPERSINST 12600.1

1. Purpose. To transmit page 2 of the basic instruction. This changes supervisors’ responsibility to ensure individuals approving time and attendance complete the required training course.

2. Action. Remove page 2 of the basic instruction and replace with enclosure 1 of this change transmittal.

3. Records Management

   a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.seacn.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via BUPERS Web site: https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/.
a. The Time and Attendance Course is designed to ensure all civilian employees, approving officials, supervisors, and timekeepers are well versed and knowledgeable regarding:

(1) The procedures for recording data into SLDCADA;

(2) Time and attendance document maintenance; and

(3) Command standard leave policies and programs.

6. Responsibilities. Timekeeping is a critical function and is performed by the approving official, supervisor, timekeeper, and employee.

a. Approving Official (normally the supervisor):

(1) Ensures actual work schedules recorded in SLDCADA are true, correct, and accurate to the best of his or her knowledge;

(2) Assigns a primary and alternate timekeeper for observing daily attendance and accurately recording time and attendance data within SLDCADA;

(NOTE: The alternate timekeeper will be appointed to maintain time and attendance during the absence of the primary timekeeper. The primary and alternate timekeeper does not relieve the approving official of the responsibility for timely and accurate reporting of time and attendance he or she approves.)

(3) Approves and administers leave per applicable policies, regulations, instructions, and bargaining agreements;

(4) Verifies all requests for overtime and compensatory time earned, requested and approved, and that total time entered in SLDCADA is correct and verifiable before certification; and

(5) Informs timekeeper when an employee is on any type of leave or has worked any type of premium work.

b. Supervisor

(1) Ensures the completion of the Time and Attendance Policy Training Course. Individuals recording and approving time and attendance must have completed the required training course and have reviewed the SLDCADA computer-based training;

(2) Records and approves time and attendance as timely and accurately as required within the SLDCADA reporting deadlines;