

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

Policy Number 1046.1: Time and Attendance

Issue Date:	December 16, 2015
Effective Date:	December 16, 2015
Superseded:	This Directive is the originating and establishing document regarding the U.S. Immigration and Customs Enforcement (ICE) time and attendance (T&A) policy. This Directive precludes further use of related legacy U.S. Immigration and Naturalization Service and U.S. Customs Service directives or other policy documents. Additionally, this Directive supersedes local guidance and procedures that are inconsistent with the policy, guidance, and procedures contained herein.

Federal Enterprise Architecture Number: 306 112 002a

- 1. Purpose/Background.** The Department of Homeland Security (DHS) has selected Kronos webTA[®] (webTA[®]) as the official T&A reporting system for its components to interface with the National Finance Center (NFC), the payroll/personnel service provider, for salary and wage payments. webTA[®] is a paperless, web-based, 508-compliant T&A reporting tool that enables employees and timekeepers to enter and validate, over a secure website, biweekly data pertaining to hours worked and leave that has been taken. webTA[®] enables supervisors to certify all T&A records and approve leave, premium pay, and compensatory time requests online before the deadline for payroll authorization. It provides efficient payroll accounting, record keeping for time worked/leave taken, the means to request leave, and auditing. This Directive establishes ICE's policies and procedures for managing T&A using webTA[®] and assigns T&A responsibilities to supervisors, employees, and timekeepers.
- 2. Policy.** As an essential means for establishing internal control of time worked and leave recordkeeping and reporting, ICE will use the DHS-designated webTA[®] program to ensure that the attendance (presence or absence) of employees is accurately recorded and reported in order to compute pay, leave, and allowances. All ICE employees, with the exception of employees granted webTA[®] exemption status,¹ must use webTA[®] to record and report T&A data. webTA[®] is not to be used for contract personnel timekeeping.

¹ An employee who for operational reasons cannot timely access webTA[®] (e.g., due to lack of Internet connectivity due to remoteness) may be granted an exemption of limited and specified duration from having to enter time and attendance information in webTA[®] for the limited duration of the operational necessity. Such an exemption may be granted by the affected employee's Directorate or Program Office head, who will notify the Human Capital Officer of the exemption.

3. **Definitions.** The following definitions apply for purposes of this Directive only.
- 3.1. **Basic Workweek.** For full-time employees, a 40-hour workweek that does not extend over more than 6 of any 7 consecutive days. For part-time employees, it is a set number of hours between 16 and 32 that does not extend beyond 6 consecutive days.
- 3.2. **Certify.** Review and approval by a supervisor of proper and accurate employee T&A data and reports.
- 3.3. **Compensatory Time Off (CTO).** Time off in lieu of pay for irregular overtime work requested by an ICE employee and granted by an ICE supervisor with delegated authority for an equal amount of irregular or occasional overtime work. For the most part, "comp time" is granted in lieu of overtime pay for the irregular or occasional overtime work, and thus cannot be granted to those authorized to receive annual premium pay under Administratively Uncontrollable Overtime (AUO) or Law Enforcement Availability Pay (LEAP).
- 3.4. **Credit Hours.** Hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule.
- 3.5. **Employee.** An individual, as defined in Title 5, United States Code (U.S.C.), § 2105, who is engaged in the performance of a function for the Federal Government under authority of law or an Executive act, excluding contract personnel.
- 3.6. **Field Responsible Officials.** The highest-ranking official in any ICE field location. This includes Special Agents in Charge (SACs), Field Office Directors (FODs), ICE Attachés, Chief Counsels, Directors, and any other officials who have been designated in writing by the ICE Director.
- 3.7. **Headquarters Responsible Officials.** The Executive Associate Directors (EADs) of Homeland Security Investigations, Enforcement and Removal Operations, and Management and Administration (M&A); Office of the Principal Legal Advisor; and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, Chief of Staff, or EAD of M&A.
- 3.8. **Paid Leave.** Time absent from work for which the employee is paid and the hours are charged to the employee's leave balance. The minimum charge for leave is 15 minutes, and additional charges are in multiples of 15 minute increments. Types of leave include, but are not limited to:
- 1) Annual leave—charged to the employee's annual leave balance. Annual leave may also be used for illness in lieu of using sick leave.
 - 2) Sick leave—charged to the employee's sick leave balance. Sick leave may *not* be used in lieu of annual leave.

Additional information on types of leave can be obtained from Title 5, U.S.C., Chapters 61 and 63; and Title 5, Code of Federal Regulations (C.F.R.), Parts 610 and 630; applicable leave laws, rules, regulations; and DHS and/or agency policies.

- 3.9. Leave Year.** The period of time beginning on the first day of the first full biweekly pay period of the calendar year and ending the day before the first day of the first pay period of the following calendar year.
- 3.10. Overtime Hours.** All hours in excess of 8 hours in a day or 40 hours in a week officially ordered or approved in advance. For individuals who participate in compressed work schedules, overtime refers to any hours in excess of those specified in the compressed work schedule. For individuals who participate in flexible work schedules, overtime refers only to those hours that are officially ordered and approved in excess of 8 hours in a day or 40 hours in an administrative workweek.
- 3.11. Premium Pay.** Premium pay is defined as the dollar value of earned hours of compensatory time off and additional pay authorized by 5 U.S.C. for overtime, night, Sunday, or holiday work; or standby duty, administratively uncontrollable overtime work, or availability duty. 5 C.F.R. 550.103.
- 3.12. Pay Period.** The period on which a Federal salary payment is based. For purposes of T&A reporting, it is 14 consecutive days from the Sunday of the first week through the Saturday of the following week.
- 3.13. Regular Hours.** The hours of duty worked or on leave by an employee during the basic workweek, up to 80 hours in a pay period.
- 3.14. Supervisor.** An employee designated as a supervisor in NFC who has the authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees; to adjust their grievances; or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires the consistent exercise of independent judgment. (5 U.S.C. § 7103(a)(10)).
- 3.15. Timekeepers.** Federal employees or contract personnel who are designated by supervisors to perform T&A duties for their work units. Usually, this is a collateral duty to an assigned position.
- 3.16. Validate.** The act of an employee or timekeeper verifying the accuracy of T&A data and reports.
- 3.17. webTA® Administrator.** An ICE Office of Human Capital (OHC) personnel member who has overall management responsibility for webTA®.
- 3.18. webTA® Coordinator.** A Program Office designee who has webTA responsibility for an assigned area.

3.19. Work Unit. An organizational unit within a Directorate or Program Office with a distinct mission, over which a supervisor has been appointed.

4. Responsibilities.

4.1. The Director, or his or her designee(s), is responsible for ensuring that policies and procedures for T&A are established and are consistent with applicable laws, regulations, and DHS policies.

4.2. Headquarters Responsible Officials and Field Responsible Officials, or their designee(s), are responsible for:

- 1) Ensuring that employees have been properly trained to record their T&A information and that supervisors have been properly trained in their reviewing and approving responsibilities;
- 2) Ensuring that supervisors under their authority properly discharge their responsibilities regarding the proper and accurate preparation of T&A records and timely approval or denial of leave;
- 3) Ensuring that T&A data and reports for their respective employees are monitored each pay period;
- 4) Providing guidance to their respective supervisors and employees on alternate methods for recording T&A information and for requesting leave when unusual circumstances prevent employees from having electronic access;
- 5) Establishing Agency internal self-assessment audit processes and ensuring leave audits are completed;
- 6) Certifying the findings of the self-assessment audits, identifying Agency non-compliance with any policies or procedures, implementing appropriate corrective action for each reported deficiency, and forwarding the audit results to the Human Capital Officer in a timely manner; and
- 7) Providing information and guidance to their respective senior staffs that identify any corrective actions needed to address problems highlighted by the audits.

4.3. The Human Capital Officer, or his or her designee(s), is responsible for:

- 1) Developing, in coordination with the Office of Policy, additional T&A guidance and procedures and overseeing the program and its effective administration ICE-wide;
- 2) Managing the ICE-wide use of webTA[®] while a) ensuring the accurate, timely, and verifiable collection of T&A information, b) ensuring correction in a timely manner inaccurate leave/work data, T&A profile information, etc. and/or any data that does

not match that in NFC), and c) making T&A data available to management, employees, and offices responsible for payroll obligations, accounting, and employee records;

- 3) Providing clear and timely guidance for the proper preparation and review of T&A reports;
- 4) Providing a mechanism for reviewing and monitoring T&A data and reports;
- 5) Developing Virtual University (VU) training for employees, timekeepers, and supervisors on webTA[®] procedures, roles, and responsibilities, including handling and safeguarding T&A information;
- 6) Developing and implementing an internal T&A audit program to evaluate procedural, policy, and regulatory compliance;
- 7) Providing direction and oversight to ensure effective program administration and to minimize program errors and corrections;
- 8) Providing Headquarters Responsible Officials and Field Responsible Officials with an audit analysis summary report at the end of each audit cycle; and
- 9) Receiving, reviewing, and monitoring program office decisions to grant webTA[®] exemption status.

4.4. Supervisors (these duties can only be delegated to another NFC-designated equivalent-level supervisor or higher-level position on an as-needed basis; they cannot be delegated to a subordinate position) are responsible for:

- 1) Participating in, and ensuring their assigned timekeeper participates in, the VU training on webTA[®] procedures, roles, and responsibilities--including proper handling and safeguarding T&A information;
- 2) Taking the supervisory webTA[®] module in VU within 1 month of becoming a supervisor to ensure understanding of supervisor roles and responsibilities in the T&A process;
- 3) Informing the timekeeper of the work schedule of employees;
- 4) Being knowledgeable of the work schedules, time worked, and attendance of all employees under their supervision;
- 5) Ensuring all leave policies are followed by employees under their supervision;
- 6) Certifying employees' validated T&A reports by the established deadline and attesting to the accuracy of the number of hours worked, leave taken, and the

accounts charged to employees to ensure proper salary payment and compliance with all regulations, policies, and laws; and to mitigate future leave errors;

- 7) Approving or disapproving, in advance and in a timely manner, all requests for leave, premium pay, compensatory time, and compensatory time off for travel made by employees;
- 8) Ensuring that employees and any assigned timekeepers are aware of, and adhere to, their T&A responsibilities and taking appropriate action if these responsibilities are not met;
- 9) Monitoring employees' T&A records to prevent abuse and ensure staff accountability, and identifying and reporting cases where fraud is suspected;
- 10) Ensuring separation of duties between timekeepers and supervisors in the system;
- 11) Ensuring all other non annual or sick leave (e.g., military leave, jury duty) absences are properly supported when approved in webTA®;
- 12) Properly handling and safeguarding T&A information (in both paper and electronic forms) as well as ensuring that employees and timekeepers understand and comply with their responsibilities to properly handle and safeguard the information in accordance with the Privacy Act of 1974 and DHS policy (see the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information, March 2012);
- 13) Providing employees with guidance related to alternative methods of recording T&A information when employees lack electronic access;
- 14) Ensuring funds are available prior to approving premium pay requests;
- 15) Ensuring availability of leave prior to approval;
- 16) Verifying that the appropriate AUO percentage is recorded in webTA, for those employees certified for AUO, prior to certifying the T&A;
- 17) Designating individuals--only those who are currently designated as supervisors in webTA-- to perform all supervisory webTA responsibilities (approving/disapproving leave, certifying timecards, etc.) when a supervisor's absence will prevent him or her from carrying out these routine duties;
- 18) Allowing reasonable time for employees to take the VU training course; and
- 19) Advising timekeepers of approved changes to basic employee information (i.e., duty hours, tour of duty, alternative work schedules, name changes, etc.) so the information can be updated in webTA®.

4.5. The webTA® Administrator is responsible for:

- 1) Performing systems maintenance functions and communicating with webTA® Coordinators, timekeepers, and employees regarding issues affecting webTA®;
- 2) Confirming with the relevant Directorate or Program Office the names of the employee's supervisor and timekeeper before granting them and webTA® Coordinators access to the employee's webTA® account;
- 3) Assisting timekeepers and webTA® Coordinators with creating accounts for new users;
- 4) Assigning webTA® Coordinator and supervisor roles in webTA®;
- 5) Notifying webTA® users regarding special circumstances that create distinctive work/leave codes and interruptions in access alerts;
- 6) Communicating with DHS regarding webTA® policy changes, the transfer of employees from DHS or DHS Components to ICE, and interruptions in access;
- 7) Informing timekeepers when DHS employees moving to positions with ICE have been added to webTA®;
- 8) Communicating with timekeepers regarding training opportunities with webTA®;
- 9) Communicating with timekeepers regarding webTA® policy changes;
- 10) Providing leave error reports to the webTA® Coordinators;
- 11) Providing oversight of internal T&A audits and ensuring leave audits are initiated within the required timeframes;
- 12) Ensuring errors and discrepancies are resolved and are not a recurring problem;
- 13) Reporting repeated errors to the responsible webTA® Coordinator;
- 14) Viewing, adding, or removing delegates for timekeepers and supervisors when needed; and
- 15) Delegating a timekeeper's or supervisor's responsibilities to another timekeeper or supervisor when required.

4.6. webTA® Coordinators are responsible for:

- 1) Communicating with the ICE webTA® Administrator to implement changes to webTA® and provide administrative functions to their respective timekeepers and supervisors;
- 2) Assisting timekeepers with changes in passwords;
- 3) Reviewing the biweekly uncertified timecards and contacting supervisors to ensure that they certify employee timecards;
- 4) Ensuring the completion of the webTA® Timekeeper Access Request Form (Attachment 1) and forwarding the completed form to the OHC servicing centers, OHC Dallas or OHC Laguna, for processing and maintenance, so that timekeepers can gain access to webTA®;
- 5) Assisting timekeepers and supervisors with webTA® and leave audit issues;
- 6) Conducting internal T&A and leave audit assessments and implementing corrective actions, as appropriate;
- 7) Serving as liaison between timekeepers and OHC Dallas and OHC Laguna;
- 8) Serving as back-up to timekeepers when a designated back-up is not available;
- 9) Adding new employees to webTA® in the absence of a timekeeper;
- 10) Providing guidance to Directorates and Program Offices for alternate methods of recording T&A information and requesting leave when circumstances prevent employees from having access to computers or the Internet; and
- 11) Reviewing an employee's submitted Record for Manual Recording and Certification of Leave when the employee is unable to record T&A electronically (Section 5.2).

4.7. Timekeepers are responsible for:

- 1) Completing the timekeeper VU tutorial on webTA® and reviewing the ICE "Timekeeper Leave Audit Training & Reference Guide" before receiving timekeeper access;
- 2) Inputting employees' work schedules into webTA®;
- 3) Receiving a written or electronic account of all hours worked and leave taken for all employees;

- 4) Obtaining supporting documentation, when requested by the supervisor, for leave usage, premium pay, and compensatory time for travel, to ensure that all entries have been approved and that the totals are correct before certification;
- 5) Maintaining the T&A reports and records in accordance with records retention requirements as provided in the U.S. National Archives and Records Administration General Records Schedules, General Records Schedule 2, "Payrolling and Pay Administration Records," dated April 2010, and ensuring that the documents are destroyed at the end of the retention period;
- 6) Maintaining hard copies of the documents listed in 4.7.4.
- 7) Performing leave audits in webTA® within two pay periods of any initial error using Form AD-717, Audit for Leave, to reconcile leave balance discrepancies;
- 8) Assisting employees with changes in passwords;
- 9) Preparing and validating corrected timesheets, when necessary;
- 10) Entering information from an employee's Record for Manual Recording and Certification of Leave in circumstances when the employee does not have computer access;
- 11) Working with the payroll offices at OHC Dallas and OHC Laguna to resolve leave errors in a timely manner;
- 12) Adding new employees to webTA® after obtaining the necessary employee data from OHC Dallas and OHC Laguna;
- 13) Ensuring the proper handling and safeguarding of T&A information (in both paper and electronic forms) in accordance with the Privacy Act of 1974 and DHS policy (see the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information, dated March 2012);
- 14) Validating leave hours for employees when employees' extended leave makes it impossible for employees to input leave in webTA themselves; and
- 15) Ensuring supervisors certify time cards for employees on extended leave when it is impossible for employees to do so themselves.

4.8. Human Resources Officers of OHC Dallas and OHC Laguna are responsible for:

- 1) Disseminating to timekeepers clear and timely instruction on the proper preparation and review of T&A reports;

- 2) Providing assistance to employees, timekeepers, and supervisors regarding coding of hours worked, leave taken, and submission of timekeeping data via webTA® when timekeepers or webTA® Coordinators are not available,;
- 3) Contacting assigned Directorates and Program Offices to research and resolve any personnel action not reflected in an employee's Official Personnel File in NFC;
- 4) Contacting appropriate timekeepers and/or supervisors regarding all employees for whom no timekeeping data was received, and sending late submissions to NFC for manual entry;
- 5) Communicating with all necessary parties to research and resolve rejected timesheets;
- 6) Identifying all unpaid employees, when necessary, and coordinating manual payment through appropriate Directorates and Program Offices and the NFC;
- 7) Working with timekeepers and supervisors to research and resolve all leave errors in a timely manner; and
- 8) Providing advisory services to the Human Capital Officer, or his or her designee(s), for development of training and ad hoc needs.

4.9. All Employees are responsible for:

- 1) Completing the employee module of the VU webTA® training within 1 month of reporting for duty in order to understand their roles and responsibilities surrounding T&A;
- 2) Accurately reporting and validating their own T&A entries in webTA® by the established deadline, or, for those employees without access to a computer or the Internet, using an acceptable means of documentation;
- 3) Requesting leave and premium pay, for those offices that allow overtime premium pay (excluding AUO and LEAP premium pay), before the leave is to be taken (unless situations specified in 5.3.2 arise) or the hours are to be worked, and ensuring that their supervisor has approved the request before taking leave or working additional hours;
- 4) Providing their supervisors or timekeepers with any requested supporting documentation to support leave requests (e.g., court appearance, jury duty, etc.), premium pay, compensatory time, and compensatory time for travel;
- 5) Reviewing their biweekly Earnings and Leave Statement for accuracy of leave, pay, and deductions and allowances information, and comparing it to webTA® information to ascertain any discrepancies;

- 6) Reporting any discrepancies or problems with the information reflected on any Earnings and Leave Statement to their timekeeper and to their supervisor so that they may determine necessary corrective action;
- 7) Completing leave requests in webTA prior to leave being taken; and
- 8) Although not required, employees are encouraged to keep copies of their T&A Statements.

5. Procedures/Requirements.

5.1. Time and Attendance Recording.

- 1) Each employee must accurately record and validate his or her T&A information directly in webTA® by no later than noon on the Monday after the close of a pay period. Individual work units are free, however, to set earlier deadlines.
- 2) When employees are prevented from recording and validating their webTA® because circumstances prevent electronic access, or when employees are on extended leave, they will use the alternate means of recording T&A information specified in Section 5.2. The employee's timekeeper will input the T&A information into webTA® for the employee.

5.2. Substitute Methods of Recording T&A Information for Employees Without Electronic Access.

When unusual circumstances prevent employees from having electronic access to webTA®, Directorates and Program Offices will provide guidance, as necessary, prescribing alternative methods for recording T&A information and for requesting leave.

- 1) Supervisors or timekeepers should give employees without electronic access Attachment 2, Record for Manual Recording and Certification of Leave.
- 2) Employees must use the Record for Manual Recording and Certification of Leave to report and validate their T&A information. After completion, employees should submit the form to their supervisor for appropriate action.
- 3) Timekeepers should enter this T&A information into webTA® on behalf of these employees.

5.3. Requesting Leave.

- 1) Annual Leave. Employees must submit leave requests before the leave is to be taken.
- 2) Sick Leave. Employees should, whenever possible, submit sick leave requests before the sick leave is to be taken. If sudden illness or other sick leave-qualifying events

occur and it is impossible to submit a sick leave request before taking leave, the employee should notify his or her supervisor as soon as is practical. For sick leave requests exceeding three consecutive work days, the employee must furnish acceptable evidence of the sick leave and Form 71 to substantiate the request upon the request of his or her supervisor. Requests should be made electronically via webTA®, except in cases of operational impracticality (e.g., employee is on assignment and unable to access the Internet, or in the event of webTA® inoperability), personal situations and emergencies (e.g., sudden illness, severe accidents), or other compelling reasons that preclude using webTA®.

- 3) Other Forms of Leave. Requests for military leave, jury duty, etc., should be made as soon as the employee becomes aware of the need to take time off from ICE.

5.4. Requesting Premium Pay.

Employees must enter their information for premium pay into webTA® after receiving supervisory approval. The required information includes a description of work performed/to be performed.

5.5. Supervisory T&A Certification and Leave Approval.

- 1) The employee's supervisor, or a designee of the supervisor designated as such in webTA®, must review each employee's T&A report and, if correct, certify it by close of business the Monday after the close of the pay period. T&A reports should not be certified while the pay period is still current. (Note: NFC may in some instances request earlier submissions.)
- 2) Supervisors must approve or deny leave requests before the beginning of the requested leave. Leave should be approved in webTA® before the start of the leave; however, when circumstances prevent prior approval from being entered into webTA®, supervisors can authorize leave orally or via email. In such cases, the leave request and approval still must be entered into webTA® at the earliest possible opportunity.
- 3) When employees are unable to record T&A (Section 5.2), supervisors will review the employee's submitted Record for Manual Recording and Certification of Leave.

5.6. Verifying Accuracy of webTA® Information.

Employees are responsible for reviewing their biweekly Earnings and Leave Statement from NFC available through the My Employee Personal Page of the NFC website (<https://www.nfc.usda.gov/epps/eplogin.aspx>) for accuracy of duty station, leave, pay, and deductions and allowances information; and comparing it to webTA® information to ascertain any discrepancies. Any errors should immediately be brought to the attention of the Timekeeper and then to the Supervisor. The employee should work with the Timekeeper to make any corrections needed.

5.7. Leave Audits.

- 1) Timekeepers will perform leave audits in webTA® within two pay periods of any initial error using Form AD-717, Audit for Leave, to reconcile leave balance discrepancies. The form can be obtained from the NFC website at: <https://www.nfc.usda.gov/Forms/717a2.pdf>. Corrections are made by submitting the form to either OHC Dallas or OHC Laguna when changes must be made to the NFC database.
- 2) It is recommended that leave audits be performed annually on each employee to ensure accurate balances.
- 3) Leave audits must be performed before an employee's separation and submitted to the servicing payroll office to ensure their lump sum annual leave balance is correct before payout.
- 4) When an employee, timekeeper, or supervisor determines that there is an error in the employee's leave balance, the timekeeper must prepare and submit a leave audit report to the appropriate OHC servicing center, OHC Dallas or OHC Laguna, if the error is in NFC. If the error is in webTA®, the timekeeper can make the necessary correction in webTA®. The employee, timekeeper, and supervisor must certify completed leave audits before submission. Timekeepers are required to maintain all T&A records necessary to construct the required leave audits for 6 years or until the completion of a GAO audit, whichever occurs first (Section 6).

5.8. Internal Controls.

To avoid a conflict of interest, the role of recording and validating T&A information must be separate from a supervisor's responsibilities and authority to certify T&A reports.

- 1) The supervisor's role may not be delegated to a nonsupervisory position.
- 2) Supervisors can never delegate their responsibility for certifying time to a timekeeper.
- 3) Supervisors' delegates should be limited to two or three individuals.

5.9. Monitoring and Reporting.

OHC will generate a leave discrepancy report for those employees who have leave balance discrepancies between NFC and webTA® leave records, and distribute the report to timekeepers and supervisors within 14 calendar days after the close of each pay period.

5.10. Internal T&A Audits.

ICE will conduct internal audits to provide reasonable assurance that the information in webTA[®] is accurate and timely.

- 1) The Human Capital Officer will establish and implement an internal T&A audit program to ensure that Directorate and Program Office managers and supervisors comply with Federal laws, regulations and other requirements; properly implement ICE policies and procedures; complete and record transactions and events accurately and in a timely manner; and achieve expected operational outcomes related to webTA[®].
- 2) Headquarters Responsible Officials and Field Responsible Officials will establish internal self-assessment audit processes and provide information and guidance to their respective senior staffs to identify corrective actions needed to address problems highlighted by the internal audit program.
- 3) Headquarters Responsible Officials and Field Responsible Officials will ensure the self-assessment audits are adequately completed, certify the findings, identify non-compliance with any policies or procedures, implement appropriate corrective action for each reported deficiency, and forward the audit results to the Human Capital Officer in a timely manner.
- 4) OHC will review the self-assessment audit results in order to examine performance trends and analyze systemic, procedural, policy, or regulatory requirements to determine whether they are being uniformly implemented and, if not, determine what corrective action is required throughout ICE.
- 5) The Human Capital Officer will provide Headquarters Responsible Officials and Field Responsible Officials a summary analysis report at the end of each audit cycle.

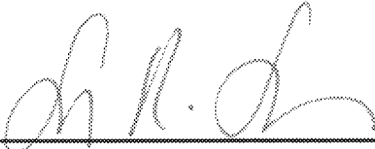
6. Recordkeeping.

T&A records--including records maintained electronically in webTA[®], as well as other electronic or paper-based sign-in sheets, time cards, flextime records, leave applications for jury or military duty, and authorized premium pay or overtime records--must be maintained for 6 years or until the completion of a GAO audit, whichever occurs first. After the 6 years or the GAO audit, the records can be destroyed by the employee's timekeeper (see NARA GRS 2, Items 6-9) after the timekeeper completes a Form 8-002, Records Disposition Form, submits it to the Privacy and Records Office, and receives approval to destroy the records.

7. Authorities/References.

- 7.1. 5 U.S.C., Chapter 21, § 2105.

- 7.2. 5 U.S.C., Chapters 61 and 63.
 - 7.3. 5 C.F.R., Parts 610 and 630.
 - 7.4. 5 C.F.R. 842.1002.
 - 7.5. Privacy Act of 1974, 5 U.S.C. § 552a.
 - 7.6. U.S. National Archives and Records Administration, General Records Schedule 2, Items 6–9.
 - 7.7. U.S. Department of Agriculture, NFC, “Time and Attendance Instructions,” dated October 2009.
 - 7.8. Government Accountability Office, “Maintaining Effective Control over Employee Time and Attendance Reporting,” dated January 2003.
 - 7.9. ICE “Timekeeper Leave Audit Training & Reference Guide,” dated April 2010.
 - 7.10. DHS Privacy Office, Handbook for Safeguarding Sensitive Personally Identifiable Information.
 - 7.11. webTA® Supplemental Information Regarding the Leave Audit Process, the Bidirectional Feed Interface and Internal Controls Standard Operating Procedure.
- 8. Attachments.**
- 8.1. **Attachment 1.** webTA® Timekeeper Access Form (form as of March 2013 attached; subsequent versions of the form will be located on OHC’s website at: <https://insight.ice.dhs.gov/forms/Documents/pdf/30-011.pdf>).
 - 8.2. **Attachment 2.** Record for Manual Recording and Certification of Leave.
- 9. No Private Right.** These guidelines and priorities are not intended to, do not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.



Sarah R. Saldaña
Director
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DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

WEBTA TIMEKEEPER ACCESS

Fax form to
Laguna Payroll (949) 360-3227
Dallas Payroll (214) 905-5596

Select a Program:

- Laguna:** OD ERO OPLA OCR OSLTC OPA ODPP Exec Sec
 OAS Select One: OCFO OCIO ODCR OTD OHC OP OAM
 Privacy NFTTU FOIA
- Dallas:** HSI OAQ OPR

- Request New Timekeeper Access (not taking over the duties of another timekeeper).
 Request New Timekeeper Access to take over the duties of another timekeeper.

Identify the Timekeeper whose duties you are taking over _____

- Delete Timekeeper Access

Timekeeper Information	
Last Name _____	First Name _____ Middle Initial _____
Last 4 digits of SSN _____	Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, contract expiration date _____
Address _____	
Work Address City _____	_____
State _____	Zip code _____
Phone Number _____	Fax Number _____
Timekeeper's Supervisor's Signature _____	Date _____
Print Supervisor's Name _____	Phone Number _____
Coordinator's Signature _____	Date _____
Print Coordinator's Name _____	Phone Number _____
Completed Virtual University or Intranet webTA Training <input type="checkbox"/> Yes <input type="checkbox"/> No	

For Payroll Office Use Only		Remarks
Date Received _____	Update TKR List _____	
Date Processed _____	TKR Profile _____	
Email Sent _____	Locator Info. _____	
Update hold status for contractors _____		
Specialist's Signature _____		

Privacy Statement

Authority and Purpose: The ICE Management Directive titled "ICE Time and Attendance Reporting Policy" authorizes the collection of this information to assign the role of a "timekeeper" to designate personnel. ICE needs to maintain this information to ensure that a specific individual is authorized to have the timekeeper role.

Disclosure: Furnishing this information is mandatory to assign the role of timekeeper.

Routine Uses: This information will be used by ICE personnel and contractors to ensure there is supervisory approval to add a timekeeper role to a specific individual in webTA. The form is sent to the servicing payroll office, which is Customs and Border Protection. The information will only be shared with another organization if it was selected for audit purposes.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

RECORD FOR MANUAL RECORDING AND CERTIFICATION OF LEAVE

WORK SCHEDULE																	
NAME:		Notations: (Include reason for using Other Pd Absences (66) - weather, jury duty, etc. and FFLA)															
Pay Period No:		PP Start Date:							PP End Date:								
VARIABLE SCHEDULE									1st Wk								2nd Wk
		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total
TIME IN																	
TIME OUT																	
TIME IN																	
TIME OUT																	
Length of Lunch																	
Credit Hours (01)																	
Regular Hours (01)																	
Annual Leave (61)																	
Sick Leave (62)																	
FFLA (62/62)																	
Holiday/Other Pd. Absence (66)																	
Comp Time Used (64)																	
Overtime Over 40 (21)																	
OT Over 8/9 Hrs in a Day (21/5)																	
*																	
OTHER TIME/HRS (NON-PAY)																	
Comp Time Worked (32)																	
Absent w/o Leave (72)																	
Leave w/o Pay (71)																	
**																	
TOTAL HRS. FOR EACH DAY																	
CLOCK HOURS Start																	
(premium pay time) End																	
(partial leave time) Out																	
Return																	

Please use for partial hours: .25 = 15 min. .50 = 1/2 hour .75 = 3/4 hour

I certify these are the actual hours worked _____ (employee initial) * Indicate other pay entitlements such as time off award, mil leave, etc.
 Supervisor's Authorization at End of Pay Period: _____ ** Indicate other nonpay such as suspension, furlough, etc.

This form is protected under the Privacy Act (5 U.S.C. § 552a).