

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

ICE Directive Number 1046.2: Time and Attendance

Issue Date: November 23, 2020

Superseded: Policy Number 1046.1: *Time and Attendance*, December 16, 2015

Federal Enterprise Architecture Number: [REDACTED] (b)(7)(E)

1. **Purpose/Background.** The Department of Homeland Security (DHS) has selected Kronos webTA[®] (webTA[®]) as the official Time and Attendance (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, recordkeeping for time worked/leave taken, the means to request leave, and auditing. This Directive establishes U.S. Immigration and Customs Enforcement's (ICE) 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 status¹, must use webTA[®] to record and report T&A data. webTA[®] is not to be used for contract personnel timekeeping.
3. **Definitions.** The following definitions apply for the purposes of this Directive only.
 - 3.1. **Alternative Work Schedules.**
 - 1) **Compressed Work Schedule (CWS).** For a full-time employee, CWS is an 80-hour biweekly basic work requirement scheduled by an agency for fewer than 10 workdays. For a part-time employee, CWS is a biweekly basic work requirement of fewer than 80 hours scheduled by an agency for less than 10 workdays that may require the employee to work more than 8 hours in a day.

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.

- 2) **Flexible Work Schedule (FWS).** For a full-time employee, FWS has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the department. In the case of a part-time employee, FWS has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the department.
- 3.2. **Basic Work Requirement.** The number of hours an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award. The basic work requirement excludes overtime hours.
- 3.3. **Certify.** Review and approval by a supervisor of proper and accurate employee T&A data and reports.
- 3.4. **Compensatory Time Off (Comp Time).** 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). Comp Time generally expires one year from the date it is earned.
- 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 (FROs).** The highest-ranking official in any ICE field location. This includes Special Agents in Charge (SACs), Field Office Directors (FODs), Attachés, Chief Counsels, Directors, and any other officials who have been designated in writing by the ICE Director.
- 3.7. **Headquarters Responsible Officials (HROs).** Executive Associate Directors (EADs) of Enforcement and Removal Operations (ERO), Homeland Security Investigations (HSI), and Management and Administration (M&A); the Principal Legal Advisor; the Associate Director of the Office of Professional Responsibility (OPR); and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, Chief of Staff, or EAD for M&A.
- 3.8. **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.
- 3.9. **Military Leave.**
- 1) **Regular Military Leave (Military Leave).** Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave. Military leave

under 5 U.S.C. § 6323(a) is prorated for part-time career employees and employees on an uncommon tour of duty. 5 U.S.C. § 6323(a) provides 15 days (120 hours) per fiscal year for active duty, active duty training, and inactive duty training. An employee can carry over a maximum of 15 days into the next fiscal year. Military Leave is paid at the employee's full hourly rate of pay.

- 2) **Emergency Military Leave (EML).** 5 U.S.C. § 6323(b) provides 22 workdays (176 hours) per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a state Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation as defined in 10 U.S.C. § 101(a)(13).
- 3) In addition to submitting their orders, employees must submit their military pay statements prior to using EML.

3.10. Overtime. All hours in excess of eight hours in a day or 40 hours in a week officially ordered or approved in advance by a supervisor. For employees who participate in CWS, overtime refers only to those hours that are officially ordered and approved in excess of those specified in the CWS. For part-time employees who participate in CWS, hours must be more than eight hours in a day or 40 hours in a week. For employees who participate in FWS, overtime refers only to those hours that are officially ordered and approved in excess of eight hours in a day or 40 hours in a week, but does not include credit hours.

3.11. Paid Leave.² 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.

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. Premium Pay. 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, AUO, or LEAP.³

² 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 (CFR), Parts 610 and 630; applicable leave laws, rules, regulations; and DHS and/or agency policies.

³ 5 CFR 550.103.

- 3.14. Supervisor.** An employee designated as a supervisor in NFC who has the authority in the interest of the agency 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.⁴
- 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. HROs, FROs, 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 supervision 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 that leave audits are completed;

⁴ 5 U.S.C. § 7103(a)(10)

- 6) Certifying the findings of the self-assessment audits, identifying Agency noncompliance 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 supervisors to identify any corrective actions needed to address problems highlighted by the audits.

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

- 1) Developing 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 of inaccurate leave/work data, T&A profile information, etc., and/or any data that does not match the data 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 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 HROs and FROs with an audit analysis summary report at the end of each audit cycle; and
- 9) Receiving, reviewing, and monitoring Directorate and Program Office decisions to grant webTA[®] exemption status.

4.3 Supervisors are responsible for:

- 1) Completing, and ensuring that their assigned timekeeper completes training on webTA[®] procedures, roles, and responsibilities—including proper handling and safeguarding of T&A information;

- 2) Taking the supervisory webTA[®] training module within one 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 that 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 that 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;⁵
- 13) Providing employees with guidance related to alternative methods of recording T&A information when employees lack electronic access;
- 14) Ensuring that funds are available prior to approving premium pay requests;
- 15) Ensuring availability of leave prior to approval or authorized advance leave in accordance with regulations;

⁵ See *DHS Handbook for Safeguarding Sensitive Personally Identifiable Information*, December 4, 2017, or as updated.

- 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; and
- 18) Advising timekeepers of approved changes to basic employee information (e.g., duty hours, alternative work schedules, name changes, etc.) so that the information can be updated in webTA[®].

4.4. 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) Assigning webTA[®] Coordinator and supervisor roles in webTA[®];
- 4) Notifying webTA[®] users regarding special circumstances that create distinctive webTA[®] codes and interruptions in access alerts;
- 5) Informing timekeepers when DHS employees moving to positions with ICE have been added to webTA[®];
- 6) Communicating with timekeepers regarding training opportunities and policy changes with webTA[®];
- 7) Ensuring that errors and discrepancies are resolved and are not a recurring problem, and reporting repeated errors to the webTA Coordinator;
- 8) Viewing, adding, or removing delegates for timekeepers and supervisors when needed; and
- 9) Delegating a timekeeper's or supervisor's responsibilities to another timekeeper or supervisor when required.

4.5. 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 password changes;

- 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 Payroll Unit, for processing and maintenance, so that timekeepers can access 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 the OHC Payroll Unit;
- 8) Serving as back-up to timekeepers when a designated back-up is not available;
- 9) 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 a computer or the internet; and
- 10) 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).

4.6. Timekeepers are responsible for:

- 1) Completing the timekeeper training 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 and maintaining of 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*, April 2010, and ensuring that the documents are destroyed at the end of the retention period;
- 6) 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;

- 7) Assisting employees with password changes;
- 8) Preparing and validating corrected time sheets, when necessary;
- 9) Entering information from an employee's Record for Manual Recording and Certification of Leave in circumstances when the employee does not have computer or internet access;
- 10) Working with the payroll office at the OHC Payroll Unit to resolve leave errors in a timely manner;
- 11) Submitting requests via HC Link to transfer the webTA[®] Profiles for new employees who are transferring from or have previously worked for a DHS Component or retrieving/taking over the profiles and timecards from another ICE office;
- 12) 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 policy⁶;
- 13) Validating leave hours for employees when extended leave makes it impossible for them to input leave in webTA[®]; and
- 14) Ensuring that supervisors certify timecards for employees on extended leave when it is impossible for employees to do so.
- 15) Adding employees to the workflow of existing supervisors to certify timecards for temporary or permanent assignment of new or reassigned employees under their current supervision in their work unit.

4.7. The OHC Payroll Unit is responsible for:

- 1) Providing timekeepers with clear and timely instruction on the proper preparation and review of T&A reports;
- 2) Providing assistance to employees, timekeepers, and supervisors regarding accurate coding of hours worked, leave taken, and submission of timekeeping data via webTA[®] when timekeepers or webTA[®] Coordinators are not available;
- 3) 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;
- 4) Communicating with all necessary parties to research and resolve rejected time sheets;

⁶ See *DHS Handbook for Safeguarding Sensitive Personally Identifiable Information*, December 4, 2017, or as updated.

- 5) Identifying all unpaid employees, when necessary, and coordinating manual payment through appropriate Directorates and Program Offices and the NFC;
- 6) Working with timekeepers and supervisors to research and resolve all leave errors in a timely manner;
- 7) Providing advisory services to the Human Capital Officer, or his or her designee(s), for development of training and ad hoc needs;
- 8) Assisting timekeepers and webTA[®] Coordinators with creating accounts for new users;
- 9) The transfer of webTA accounts for employees transferring from DHS or DHS Components to ICE;
- 10) Communicating with DHS regarding webTA[®] policy changes, and interruptions in access; and
- 11) Providing oversight of internal T&A audits and ensuring that leave audits are initiated within the required timeframes.

4.8. All Employees are responsible for:

- 1) Completing the employee module of webTA[®] training within one 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[®] no later than close of business on the Monday after the close of a pay period or any other earlier date specified by their Directorate or Program Office. Employees without access to a computer or the internet must use 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 Subsection 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 both their timekeeper and their supervisor, so that they may determine necessary corrective action;

- 7) Absent exigent circumstances, completing leave requests in webTA[®] prior to taking leave; and
- 8) Although not required, employees are encouraged to keep copies of their T&A Statements.

5. Procedures.

5.1. Time and Attendance Recording.

- 1) Each employee must accurately record and validate his or her T&A information in webTA[®] by close of business on Monday after the close of a pay period or any other earlier date specified by their Directorate or Program Office. Individual work units are free to set earlier deadlines.
- 2) Employees may record and validate their T&A information by the close of business on the Friday that concludes the pay period. Employees who will be out of the office during the last week of the pay period may validate their T&A on the last day they are scheduled to work. 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.** Absent exigent circumstances, 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 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. At the request of the supervisor, the employee must furnish acceptable evidence of the sick leave and a *Request for Leave or Approved Absence* (Office of Personnel Management Form 71) to substantiate a leave request exceeding three days duration. 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 absence from duty should be made, in accordance with the relevant regulations for usage, as soon as the employee becomes aware of the expected absence (e.g., military leave, jury duty, administrative leave, home leave, etc.).

5.4. Requesting Premium Pay. Employees must enter a description of work performed/to be performed, and any other required information to justify premium pay, into webTA[®] after receiving supervisory approval.

5.5. Supervisory T&A Certification and Leave Approval.

- 1) The employee's supervisor, or his or her designee as identified in webTA[®], must review each employee's T&A report and, if correct, certify it no later than noon on the Tuesday after the close of a pay period, and no earlier than during the employee's last scheduled tour of duty worked including overtime in a pay period (i.e., last day before starting a leave period that runs through the end of the pay period). T&A reports should not be certified while the pay period is still current, except as previously mentioned. NFC may in some instances request earlier submissions.
- 2) Supervisors must approve or deny leave requests in webTA[®] before the start of the leave; however, when circumstances prevent prior approval from being entered in webTA[®], supervisors can authorize leave orally or via email. In such cases, the leave request and approval must still be entered into webTA[®] at the earliest possible opportunity (i.e., the first day the employee/supervisor returns to work).
- 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 on the My Employee Personal Page of the NFC website 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. Corrections are made by submitting the form to the OHC Payroll Unit 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) A review of leave balances should be performed prior to an employee's separation from ICE. Subsequently, if any discrepancies are noted, a leave audit must be performed prior to the employee's departure and submitted to the OHC Payroll Unit to ensure correct payment of any lump sum annual leave balance.
- 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 OHC Payroll Unit. Additionally, the employee and the supervisor are responsible for initiating a corrective action if timecards have been submitted with the incorrect number of hours recorded or hours were recorded under the wrong transaction code (e.g., Compensatory Time Earned instead of Compensatory Time Travel Earned). A corrected timecard should be submitted by the end of the following pay period or as soon as the error is discovered. 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 six years or until the completion of a Government Accountability Office audit, whichever occurs first (see 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 non-supervisory 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 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) HROs and FROs will establish internal self-assessment audit processes and provide information and guidance to their supervisors to identify corrective actions needed to address problems highlighted by the internal audit program.
 - 3) HROs and FROs will ensure the self-assessment audits are adequately completed, certify the findings, identify noncompliance 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 HROs and FROs a summary analysis report at the end of each audit cycle.
6. **Recordkeeping.** T&A records—including records maintained in webTA[®], as well as sign-in sheets, timecards, flextime records, leave applications for jury or military duty, and authorized premium pay or overtime records--must be maintained for six years. After the six years the records can be destroyed by the employee's timekeeper⁷ after the timekeeper completes ICE Form 8-002, Records Disposition Form, submits it to the Records and Data Management Unit, 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 CFR, Parts 610 and 630.
- 7.4. 5 CFR 842.1002.
- 7.5. Privacy Act of 1974, 5 U.S.C. § 552a.
- 7.6. U.S. National Archives and Records Administration (NARA), General Records Schedule (GRS) 2.4, Item 030.
- 7.7. U.S. Department of Agriculture, NFC, *Time and Attendance Instructions*, October 2019, or as updated.
- 7.8. Government Accountability Office, *Maintaining Effective Control over Employee Time and Attendance Reporting*, January 2003, or as updated.

⁷ See NARA General Records Schedule (GRS) 2.4, Item 030

- 7.9. ICE *Timekeeper Leave Audit Training & Reference Guide*, April 2010, or as updated.
- 7.10. DHS Privacy Office, *Handbook for Safeguarding Sensitive Personally Identifiable Information*, December 4, 2017, or as updated.
- 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.** ICE Form 30-011, *Timekeeper Access Form*, August 2020, or as updated.
 - 8.2. **Attachment 2.** ICE Form 30-018, *Record for Manual Recording and Certification of Leave*, January 2012, or as updated.
9. **No Private Right Statement.** This document provides only internal ICE policy guidance, which may be modified, rescinded, or superseded at any time without notice. It is not intended to, does 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. Likewise, no limitations are placed by this guidance on the otherwise lawful enforcement or litigative prerogatives of ICE.

T TONY H PHAM

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Date: 2020.11.23 10:57:18 -05'00'

Tony H. Pham
Senior Official Performing the Duties of the Director
U.S. Immigration and Customs Enforcement