# Chapter 20
# Time and Attendance/Leave

Time and Attendance covers reporting and record keeping for the basic work requirement (schedule) of working hours which an employee accounts for through job performance or leave during a pay period. TIME AND ATTENDANCE RECORDS MUST BE RETAINED FOR SIX (6) YEARS PLUS THE CURRENT YEAR.

Training for the WebTA program is available in AgLearn.

Acronyms: See Chapter 22 for commonly used acronyms and abbreviations.

References:
P&P 402.1 - Flexible Work Schedule (FWS) Program
P&P 402.3 - Premium Pay
P&P 402.4 - Administrative Leave and Excused Absence
P&P 402.5 - The REE Telework Program
P&P 402.6 - Leave Administration
P&P 413.8 - Student and Volunteer Programs
P&P 461.6 - REE Employees Appearing as Witnesses in Judicial and Administrative Proceedings; Process in Suits against the United States

Cross References:
Chapter 10 - Human Resources
Chapter 21 – Travel

Web Sites:
AFM Looking to the Future
www.afm.ars.usda.gov
U. S. Office of Personnel Management
www.opm.gov
NFC, Serving with Pride
www.nfc.usda.gov
AFM, REE Administrative Issuances
http://www.afm.ars.usda.gov/ppweb/index.htm
AFM, REE Administrative Issuances, List of REE P&P's and Manuals
www.afm.ars.usda.gov/ppweb/pplist.htm
AFM, WebTA site
www.afm.ars.usda.gov/hrd/payleave/index.htm

Attachment: Form AD-581, Lump sum leave or compensatory time payments and instructions for completion. (Filled out when an employee terminates employment.)

Points of Contact:

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