

EMPLOYEE TIME SHEET AND ATTENDANCE LOG



Employee Name	SSN	Pay Periods
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*Basic Work Requirement (BWR) (Tour of Duty)
Holiday May Effect Pay Period Ending Date (Check DCPS Bulletin Board for Possible Changes).

	1	2	3	4	5	6	7	1	2	3	4	5	6	7
Days of Week	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT

Week Dates	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT

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INSTRUCTIONS FOR USE

EMPLOYEE

Ensure that you are using a current version of MDA Form 30, located in the MDA Forms library on the MDA portal.

Populate the employee name and SSN.

Use the Pay Period drop-down box (blue background) to select the appropriate pay period.

Note that the 'week dates' field will automatically populate.

Ensure that daily approved work hours are correct.

Fill out all applicable fields with hours worked or absences as appropriate. Review the document thoroughly.

Digitally sign the document.

ONCE YOU HAVE SIGNED THE DOCUMENT, THE SIGNATURE OF THE SUPERVISOR IS THE ONLY ITEM THAT CAN BE ALTERED.

SUPERVISOR

Review the document thoroughly. Return the form to your employee if there are apparent discrepancies.

Digitally sign the document.

ONCE YOU HAVE SIGNED THE DOCUMENT NEITHER YOU NOR THE EMPLOYEE CAN MAKE ANY CHANGES TO IT.

IF THE EMPLOYEE OR THE SUPERVISOR HAVE TO MAKE CHANGES AFTER THE FORM HAS BEEN SIGNED BY THE SUPERVISOR, BEGIN THE PROCESS AGAIN WITH A NEW FORM 30.

COMMONLY USED CODES AND THEIR DEFINITIONS

OS-Scheduled Overtime – Use for additional work hours scheduled in advance. Graded employees' night differential, when appropriate, is payable on scheduled overtime.

SG-Sunday Pay – Use for full time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. Time and Attendance will edit to ensure that Sunday Premium is payable to the employee.

HG-Holiday Pay – Use for graded employees who work on the holiday.

LB-Advanced Annual Leave – Use when an activity has approved advanced annual leave. Send the approved documentation to the CSR to establish the record in DCPS before entry by the time keeper.

LC-Court Leave – Use for jury duty or witness in an official duty capacity. Do not use when employee is appearing as a personal witness (i.e. adoption, divorce, or car accident).

LL-Law Enforcement Leave – This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year. **NOTE:** Gross Military pay received for the period of law enforcement leave is offset against the civilian pay entitlements.

LM-Military Leave – An employee may use up to 15 days or equivalent hours of military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days or equivalent hours in a fiscal year. The employee must submit a copy of the military orders that you or the employee's supervisor must retain.

LN-Administrative Leave

LS-Sick Leave – In addition to regular sick leave, if an employee is on the Self Emergency Donated program, input this code and DCPS will convert the code to the donated leave code.

LV-Excused Absence – Use this when Federal agencies are closed due to bad weather as directed by OPM. Use it for a regularly scheduled workday such as excused due to tardiness. (**NOTE:** An employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA.) Use this code for employees who are on organ donor or bone marrow leave.

KA-Leave Without Pay (LWOP) – If an SF 50 Personnel Action has been generated for extended LWOP, the system will automatically generate the "KA" code on the work schedule. This code cannot be overridden.

CB – Travel Comp Hours Worked

CF – Travel Comp Hours Taken

CD – Credit Hours Worked/Earned

CN – Credit Hours Taken/Used

TW – Telework Regular and recurring

TS – Telework Situational and ad hoc

LH – Leave Holiday