

# National Archives and Records Administration

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## Transmittal Memo

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DATE: September 19, 2019

TO: All Employees

**SUBJECT:** NARA 327, Pay Administration

**Purpose:** This directive combines NARA policies on pay administration into a single directive with separate supplements for each area.

**Background/significant changes:** This memorandum transmits clarifications to procedures outlined in the previous versions of Supplements 2 and 6. Supplement 2 is updated to incorporate new, government-wide regulations for religious compensatory time. Supplement 6 is revised to clarify that an employee who wants to become a leave recipient under the Voluntary Leave Transfer Program must apply directly to ARC, without obtaining supervisory approval, and that ARC determines employee eligibility to become a recipient.

The May 13, 2019 version of this policy included the following changes:

- Supplement 1, Time and Attendance, updated Interim Guidance 327-1 to: replace guidance on GSA systems with Quicktime procedures, require timesheet Certifiers to assign an alternate Certifier, permit employees to maintain electronic timesheets, and require that timesheets be certified by noon on the second Friday of each pay period.
- Supplement 2, Work Hours and Premium Pay, incorporated Interim Guidance 300-42 in total, with one change to the procedures for documenting changes in work schedules (paragraph 4c), to provide for the use of new NA Form 3096 and the submission of forms to ARC.
- Supplement 3, Leave and Absence, updated and replaced NARA 304, except for policy on FMLA and VLTP, which are provided in separate Supplements. Additional changes included: adding pregnancy and childbirth as acceptable uses of sick leave; adding disabled veteran leave and weather and safety leave; and clarifying responsibilities for leave administration.
- Supplement 4, Excused Absence, incorporated Part 9 of NARA 304, clarified guidance on the use of excused absence, and added excused absences for participating in professional organizations, employee affinity groups, EAP sessions, and work-life wellness programs to the list of excused absences that may be approved by supervisors.
- Supplement 5, Family and Medical Leave, updated and replaced those portions of NARA 304 that covered the Family and Medical Leave Act with a dedicated Supplement that clearly describes employee rights and procedures for applying for and using FMLA

leave, plus adds Expanded Family Leave, Military Family Leave, and Military Family Leave for a Qualifying Exigency.

- Supplement 6, Voluntary Leave Transfer Program, updated and replaced Part 12 of NARA 304 with minor changes and new points of contact at ARC.

**Available forms:**

- NA Form 3032a Weekly Time and Attendance Log
- NA Form 3032b, Daily Time and Attendance Record
- NA Form 3072a, Quicktime User Access
- NA Form 3082, Request, Authorization, and Report of Overtime/Compensatory Time
- NA Form 3096, Alternative Work Schedule (AWS) Employee Selection

**Cancelled policy:**

- NARA 327, Supplement 2, Work Hours and Premium Pay, dated May 13, 2019.
- NARA 327, Supplement 6, Voluntary Leave Transfer Program, dated May 13, 2019.

**Related policy:**

- NARA 322, Pay and Leave Incentives

**Effective date:** This directive is effective upon date of signature.

**Contact information:** For questions on this directive, please contact Accounting Policy and Operations (XA), on (301) 837-3534 or [quicktime@nara.gov](mailto:quicktime@nara.gov).

DEBRA STEIDEL WALL  
Deputy Archivist of the United States

Attachment

# **National Archives and Records Administration**

**NARA 327**  
September 18, 2019

## **SUBJECT: NARA 327, Pay Administration**

### **327.1 Policy.**

- a. NARA establishes pay administration policies to ensure that all employees are paid accurately and timely, receive the benefits they are entitled to, and that all pay and leave programs are administered fairly and in accordance with law, regulation, and the policies of the Office of Personnel Management.
- b. Supervisors are responsible for administering pay and leave policies and procedures. Supervisors approve employee work schedules and deviations from those schedules, assign work hours and approve absences, and certify timesheets as an accurate record of employee work hours. Timekeepers and other administrative personnel assist and support the supervisor in performing her or his duties; however, the supervisor is ultimately responsible for pay and leave administration.
- c. Employees must keep their supervisors informed of their time and attendance. Employees must receive supervisory approval before making changes in their work schedules or work hours, before earning overtime, credit hours, or compensatory time, and (under most circumstances) absences. Employees are responsible for accurately and completely reporting their time and attendance in accordance with NARA policy and local procedures.

### **327.2 Scope and applicability.**

This policy applies to all NARA employees except that, for employees of the Office of Inspector General, the Inspector General has final authority for all approvals required in this policy.

### **327.3 Responsibilities.**

- a. The Chief Financial Officer:
  - (1) Administers NARA's payroll program, including timekeeping, work schedules and work hours, employee compensation, and leave;
  - (2) Serves as the principal liaison with the Department of Treasury, Bureau of the Fiscal Service, Administrative Resource Center (ARC) for payroll shared services; and
  - (3) Serves as the principal liaison with the Department of Interior, Interior Business Center (IBC) for access to the timekeeping system, Quicktime.

- b. The Chief Human Capital Officer:
  - (1) Serves as the principal liaison with IBC for access to the human resources information system, Federal Personnel and Payroll System (FPPS); and
  - (2) Serves as the principal liaison with ARC human resources shared services.
  
- c. Managers and Supervisors:
  - (1) Ensure adequate coverage of their work units during business hours;
  - (2) Assign work schedules and work hours to employees, schedule rest and meal periods, and make adjustments when needed to meet organizational needs;
  - (3) Ensure that all overtime work is approved and ordered in advance;
  - (4) Ensure credit hours, leave, and other absences are appropriately requested and approved timely; and
  - (5) Certify the accuracy of time and attendance records and ensure that employees follow proper time and attendance procedures.
  
- d. Timekeepers ensure that time and attendance is completely and accurately recorded in Quicktime.
  
- e. Employees:
  - (1) Follow their work schedules and request changes to work schedules or work hours in advance;
  - (2) Request approval for absences and provide any documentation required to support an absence in a timely manner;
  - (3) Accurately report their time and attendance; and
  - (4) Otherwise follow NARA pay administration policies and procedures.

**327.4 Supplements.**

The following supplements are incorporated into this directive:

- a. Supplement 1, Time and Attendance, establishes policy and procedures for time and attendance reporting;

- b. Supplement 2, Work Hours and Premium Pay, establishes policy and procedures for scheduling work and compensating employees for hours worked.
- c. Supplement 3, Leave and Absence, establishes policy and procedures on the accrual and use of leave and on accounting for other types of absence.
- d. Supplement 4, Excused Absence, establishes policy and procedures for the use of excused absence, including a list of instances where a supervisor is authorized to grant excused absence.
- e. Supplement 5, Family and Medical Leave, establishes policy and procedures for employee absences using the Family and Medical Leave Act (FMLA) and other family leave authorities.
- e. Supplement 6, Voluntary Leave Transfer Program, establishes policy and procedures for employees to donate and receive donations of annual leave.

**327.5 Authorities.**

- a. 5 U.S.C. Chapter 55, Pay Administration, and 5 C.F.R. Part 550, Pay Administration (General), establish authority, standards, and procedures for overtime, night, Sunday, and holiday pay, as well as religious compensatory time and travel compensatory time.
- b. 5 U.S.C. Chapter 61, Hours of Work, and 5 C.F.R. Part 610, Hours of Duty, establish authority, standards, and procedures for employee work schedules, including alternative work schedules, and work hours.
- c. 5 U.S.C., Chapter 63, Leave, and 5 C.F.R. Part 630, Absence and Leave, establish authority, standards, and procedures for accrual, use, donation, forfeiture, and restoration of leave, as well as implementation of the Family and Medical Leave Act and the Voluntary Leave Transfer Program.

**327.6 Public Release.**

Unlimited. This directive is approved for public release.

**327.7 Records Management.**

Records created as part of the pay administration processes described in this directive and its Supplements are covered in [General Records Schedule 2.4](#), Employee Compensation and Benefits Records. These records are generally maintained by timekeepers. Supervisors file requests for changes in work schedules in the employee's unofficial personnel folder, in accordance with [General Records Schedule 2.2](#), Item 080, Supervisors' Personnel Files. Contact

Corporate Records Management (CRM) with any questions regarding the management of these records.