

NIH Time and Attendance Reporting

1. **Purpose:** This Policy transmits guidance regarding the extent to which management may require employees to use any sign in and out mechanism.
2. **Cancellation:** None.
3. **Coverage:** This Policy covers all full-time and part-time permanent or temporary employees whose time and attendance is reported to the Department of Health and Human Services (DHHS), Personnel and Pay Services Division for the purpose of generating the payment of salary. This Policy does not cover Public Health Service (PHS) Commissioned Corps Officers or individuals not appointed by the Government; e.g, Intramural Research Training Award Fellows, Guest Researchers, Visiting Fellows, and Special Volunteers.
4. **Labor Relations Obligation:** Implementation of this Policy for employees represented by a labor organization is contingent upon completing labor relations obligations.
5. **Effective Date:** The provisions of this Policy are effective upon signature.


Stephen Q. Benowitz
Director of Human Resources

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- 1. Policy:** It is the policy of the NIH to foster a work culture based on trust. Accordingly, as a general principle, employees will not be required to sign in and out for the purpose of collecting time and attendance information. There are, however, valid exceptions to this general principle.
 - Institutes and Centers (ICs) may establish internal reporting mechanisms in order to schedule employees (including those working from an alternate worksite) and/or mission-related work, provided the data collected is not used to generate information used by the time and attendance portion of the DHHS payroll system. For example, in areas where the physical location of the work to be accomplished varies and it is necessary to know who is scheduled to work and who has reported for duty, an IC may require employees to sign in and out for the purpose of certifying that they were at work, but not what time they arrived and/or left.
 - ICs may establish internal reporting mechanisms to record the exact hours worked for the purpose of paying overtime or compensatory time, and the earning and use of credit hours. The data collected for these purposes may be used to generate the time and attendance data for transmission to the DHHS payroll system.
 - ICs may require employees who have been placed on formal leave restrictions to sign in and out either manually or electronically through the use of the Integrated Time and Attendance System (ITAS) or any other electronic system.

In all other situations, ICs should encourage managers to hold employees accountable for managing and attesting to the accuracy of their own time and attendance. ICs may require employees to review and attest to the accuracy of their time and attendance records as a normal part of the bi-weekly time and attendance reporting process.

- 2. References:** NIH Deputy Director's memorandum to ICD Directors, dated January 30, 1997; DHHS Secretary's memorandum to Heads of Operating Divisions and Staff Divisions, dated December 23, 1996; and revision of chapter 3 and section 5.3 of chapter 5 of Title 6 of the General Accounting Office's Policy and Procedures Manual for Guidance of Federal Agencies, dated March 22, 1996.