

## **SECTION 10 - TIME AND ATTENDANCE RECORDING AND CERTIFICATION REQUIREMENTS**

### **10.1    The HUD-25012, Time and Attendance Record.**

The form HUD-25012, Time and Attendance Record, is the official form used to record the daily time and attendance of each employee; and the form HUD-25012 may not be modified at the local level.

### **10.2    Use of the HUD-25012, Time and Attendance Record:**

Timekeepers must use the HUD-25012, Time and Attendance Record, to record daily time and attendance data/information provided by the supervisor.

### **10.3    Biweekly Verification/Certification Process:**

Step 1: The timekeeper shall complete the daily record (upper) portion of the Time and Attendance Record; review the form for completeness sign the form to certify the accuracy of the entries; and provide the signed Time and Attendance Record to the employee for review and verification, prior to submitting the forms to the supervisor for certification.

Step 2: The employee shall review the Time and Attendance Record, provided by the timekeeper at the end of the pay period; verify the data/information; sign (not initial) the form in the designated area, to affirm the T&A data to be true and correct; and return the form to the timekeeper.

Step 3: The supervisor shall review the Time and Attendance Records having the timekeeper's and employee's signatures; sign (not initial) the form, to indicate that the work schedules and related data/information recorded are, to the best of the approving official's knowledge, true, correct, and accurate; and give the signed Time and Attendance Record to the timekeeper, who will codify the data and prepare the PC-TARE T&A Report.

### **10.4    Timekeeper Confirmation and Certification of PC-TARE Reports:**

The timekeeper's signature is required on the T&A Report (PC-TARE printout), to confirm that recorded information is correct and accurate, according to the information provided by the supervisor and to the best of their knowledge.

### **10.5    Supervisor Verification and Certification of PC-TARE Reports:**

The supervisor's signature is also required on the T&A Report (PC-TARE printout) to verify that the recorded information is, to the best of their knowledge, true, correct, and accurate- and in accordance with applicable laws, regulations, and legal decisions.

#### **10.6**    Entries for Employees Temporarily Off-Site

The employee's supervisor is responsible for making entries/completion of the Time and Attendance Record Sheet for employees who are unable to complete the form because they are off-site at the beginning and/or end of the pay period due to travel, training, conferences, or other job-related activities.

#### **10.7**    Resolving Discrepancies:

Discrepancies or questions concerning entries on the Time and Attendance Record should be brought to the attention of the supervisor for resolution.

#### **10.8**    Records Retention:

General Records Schedule 2, items 3a(1) and 3b require that attendance records be destroyed after GAO audit or when 6 years old, whichever is sooner.