

100-4497
RHF

11 APR 1960

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : "8-Filling" on Time and Attendance Reports

REFERENCE : Draft of memorandum, subject: Proposed revision of Forms 20, Time and Attendance Report, prepared by [redacted] on 14 November 1959

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1. You referred reference to this Office with a request for comments.

2. The subject problem has been reviewed recurringly based on employee suggestions and in connection with revisions of the Time and Attendance Report form to determine whether some alternative procedure could be prescribed to alleviate the "8-Filling," "8-Checking," and "8-Error Adjusting" problem inasmuch as we recognize the significant amount of work involved in this operation.

3. The present procedure which requires the "8-Filling" operation is based upon Title 6 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, as follows:

"3030.40 RECORDING AND REPORTING ATTENDANCE OR PIECEWORK. A record of the time in pay status or of the piecework completed by each employee, as required for preparing the payroll, shall be currently maintained by designated employees."

The writer called Chief, Policy and Procedures Staff, GAO on 6 April 1960 to inquire as to the present GAO policy. Advice was received that exceptions to the "positive" reporting procedures have not been made by GAO nor will they be considered favorable by GAO at this time. The reason for this position is that in every instance in which unauthorized departure has been made by agencies from the "positive" reporting procedure in the past an excessive number of payroll errors have resulted.

4. Fiscal Division reports a minimum of overpayments with the resulting accounts receivable and collection problems

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from the current procedure. In view of the foregoing, it is recommended that no further action be taken on this matter.

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Chief, Technical Accounting Staff