



Meat Grading & Certification Branch

EMPLOYEE WORK REPORT AND TIME AND ATTENDANCE

PURPOSE

This Instruction specifies procedures for the preparation and processing of Form MGC-58, Employee Work Report and Time and Attendance (T&A), by Meat Grading and Certification (MGC) Branch employees. It is essential for MGC Branch personnel to properly document daily activities for appropriate payment of salaries.

POLICY

It is MGC Branch policy that employees provide an accurate account of their activities to enable the effective evaluation and management of MGC Branch program operations. Therefore, all MGC Branch personnel shall adhere to the procedures contained in this Instruction and other applicable directives, regulations and laws. To assist in this endeavor, the USDA, Marketing and Regulatory Programs Business Services (MRPBS), Human Resources Division (HRD) publishes Guidelines and Directives that affect Agricultural Marketing Service (AMS) employees pay, leave and tour of duty. These Guidelines and Directives can be found in the [Human Resources Desk Guide On-Line](#).

DEFINITIONS

Actual Duty Point. The street-address of a single location where the employee regularly performs duties or which the employee uses as headquarters. The actual duty point is designated by the supervisor for each employee under his or her supervision. The employee's residence location is not a factor in designating the duty point. Where employees rotate among plants or other assignments within the normal commuting area, or where employees may be expected to perform official duties at more than one site within the normal commuting area, the supervisor will designate a single location as the standard or average actual duty point for the purpose of determining the normal commuting area and the "normal commute."

Official Duty Station: The corporate or other established limits of the city or town in which the employee is assigned for personnel purposes.

Normal Commuting Area: Is the area within a circle with a radius of 25 miles from the actual duty point (defined above), plus any area of the corporate or other established limits of the official duty station. The normal commuting area will be the same as the normal commuting area for per diem entitlements under the Federal Travel Regulations and Agriculture Travel Regulations.

Normal Commute: The distance of direct travel over normally traveled routes from the employee's residence to the actual duty point, and return.

Form MGC-58, Employee Work Report and Time and Attendance: The form used to document daily work location(s), activities and time worked. An electronic version of the MGC-58 is available from the MGC Branch Intranet Templates or hard copies are available from the MGC Branch Office.

RESPONSIBILITIES

Employees are responsible for:

1. Submitting a completed MGC-58, via e-mail **or** fax, at the end of each pay period to their Supervisor, Assistant Director, and designated MGC Branch Office staff members.
2. Mailing the original MGC-58, with an original signature in blue ink, to the MGC Branch Office.
3. Maintaining copies of completed MGC-58's for their personal records.

Supervisors are responsible for:

1. Reviewing and ensuring that all employees in their purview submit an accurate MGC-58 every pay period.
2. Resolving any discrepancies found on the MGC-58 with the employee.
3. Taking corrective action if necessary.
4. Assisting in designating an actual duty point for each employee under their purview.
5. Directing the travel by determining the order of service for the day.
6. Determining if the use of a privately owned vehicle is advantageous to the Government.

Designated MGC Branch staff members are responsible for:

1. Approving and initialing employee's MGC 58's.
2. Submitting Time and Attendance data to the National Finance Center (NFC).
3. In conjunction with the immediate supervisors, designating an actual duty point for each employee.

EXHIBITS

Exhibit A Form MGC-54 example front page

Exhibit B Form MGC-58 Front Page (hard copy and electronic version)

Exhibit C Form MGC-58 Back Page (hard copy and electronic version)

Exhibit D Military time format

PROCEDURES

1. **Name**. Print your name in the format of last name, first name, middle initial.
2. **EQC**. Enter your assigned equipment code.
3. **Supervisor**. The name of your immediate supervisor.
4. **Pay Period Number**. Enter the pay period number in the form of CY-PP (calendar year – pay period). The pay period number shall be entered as two digits. (Examples: 06-04, 06-09, 06-16.)
5. **From**. Enter the Sunday starting date of the pay period. Enter the date in the MM/DD/YY format.
6. **To**. Enter the Saturday ending date of the pay period. Enter the date in the MM/DD/YY format.
7. **Signature**. Sign the form in blue ink. Blue ink will assist the reviewer in identifying the original from copies.
8. **Date**. In blue ink, enter the date, in the MM/DD/YY format, that the form was signed.
9. **Normal home-to-work (Miles/Minutes)**. Enter the number of miles and minutes that it normally takes you to travel from your permanent residence to your official duty point. If you travel to work from an alternative location to the actual duty point, commuting time is not compensable.

Overtime rules for travel can be found in “Human Resources Desk Guide, Subchapter 4550 – Premium Pay, Section H - [Overtime Under the Fair Labor Standards Act \(FLSA\)](#), Section I - [Travel Outside the Official Duty Station for FLSA Employees](#), and Section J - Overtime Under Title 5 at: [USDA-APHIS-Marketing and Regulatory Programs Business Services \(MRPBS\)](#)

10. **Employment Classification:** (Check One)

- FT Full Time
- SCEP Student Career Experience Program
(SCEP) Students
- MT Mixed Tour
- CU Cross Utilized employees of other Federal
agencies (enter agency in Remarks
section)
- ST State Cooperative Agreement Employees
(enter state in Remarks section)

11. **Official Duty Station.** Enter the City and State of your assigned permanent official duty station.

12. **Actual Duty Point.** A single point where an employee regularly performs duties or which is used as a headquarters.

13. **Dates.** Enter the date that work is performed in the format of MM/DD.

14. **Location/Activity.** Enter the location where work is performed. For example, if work is performed at ABC Packing Company, Dakota City, Nebraska, enter ABC Packing.

- Use a separate line to identify when work began and ended, lunch began and ended, annual or sick leave began and ended.
- When in travel status, enter the city and state of departure location along with the city/county and state of destination. Use a separate line to indicate travel times and mileage. **To determine employee pay for time and travel you must adequately explain the activity.** (Example: residence, Anywhere, USA to motel to ABC Packing Co., Somewhere, USA)

15. **Equipment.** Check this box only if you are carrying **over 40 pounds** of equipment and have approval.

16. **Hours (Start, Finish).** Enter the actual starting and ending hours worked, in military time, under the corresponding Location/Activity column. Time must indicate the time zone where travel originated. Hours must correspond with the hours claimed (less lunch break and any home to work deduction). Enter actual time worked not the time billed to the plant or the normal tour of duty.

17. **Miles.** Enter the miles claimed.

18. **Certificate/Charge Document Number.** Enter the appropriate certificate number/charge document number for the day, location, and type of work performed. If the same certificate is used all week, only one entry is needed. If

multiple graders use the same charge document, each grader must enter that number on his/her MGC-58.

19. **(Certificate) Hours.** Enter the hours **charged to the applicant** for each certificate written for each day or combination of days. (This may not be the same as the hours the employee is entitled for pay purposes.)
20. **C/N.** Enter “C” for commitment or “N” for non-commitment work.
21. **C/U.** MGC Branch employees who work for another agency must enter an agency code for each corresponding transaction code (TC) for work performed. (Example: If an employee works 10 hours under TC 01, TC 11, and TC 21 for the Department of Commerce, then the abbreviation “CM” must be placed in the three corresponding C/U blocks.) If an employee performs work for more than one agency, the employee must enter additional transaction codes for each agency. This information is required to ensure proper billing of hours worked.

CM Department of Commerce
DY Dairy Division
FS Food Safety and Inspection Service
FV Fruit and Vegetable Division
MG Meat Grading and Certification Branch
MN Market News Branch
PY Poultry Division
TB Tobacco Branch
AP APHIS

To ensure proper billing of CU work hours, record the agency/division subcenter number(s) in the Remarks section. Subcenter numbers must be obtained from the appropriate agency’s local supervisor.

22. **Time and Attendance.** Enter the daily totals for hours worked under the appropriate day and transaction code. Partial hours should be written as fractions ($\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$) on the hard copy version of Form MGC-58 and as decimals (.25, .50, and .75) on the electronic version of Form MGC-58. The daily total of hours claimed should correspond with entries under the Location/Activity column and the Hour column. The hours must correspond to the following transaction codes:

TC 01 Hours between 0600-1800
TC 11 Hours between 1800-0600
TC 21 Hours between 0600-1800, over 8 hours or over 40 hours per week
TC 25 Hours between 1800-0600, over 8 hours
TC 29 Credit time earned in an office

TC 30	Overtime callback (time not worked)
TC 31	Holiday worked (limited to 8 hours)
TC 32	Compensatory time worked in lieu of overtime at premium rate
TC 61	Annual Leave
TC 62	Sick Leave
TC ⁶² 62	Family & Medical Leave Act
TC 64	Compensatory Leave Taken
TC 65	Military Leave-Regular
TC 66	Administrative Leave, Holiday, Jury Duty
TC ⁶⁶ 62	Administrative Leave, Night Differential
TC 71	Leave Without Pay (LWOP)
TC 72	Away Without Pay (AWOL)
TC 73	Suspensions
TC ⁷⁸ 32	Compensation Time earned during travel
TC ⁷⁸ 64	Compensation Time travel used
TC 19	Hours between 0600-1800, over 8 hours in a day, but within 40 hours per week (mixed tour and intermittent employees)
TC 26	Hours between 1800-0600, over 8 hours in a day, but within 40 hours per week (mixed tour employees)

If you work under a subcenter number other than your normal subcenter number, record each TC under the appropriate subcenter number and note the subcenter numbers in the Remarks section. (Examples: Supervisor working as a grader (in revenue status), employee in formal training, union representatives on union business, personnel transfers, etc.)

Notes:

- Overtime must be approved in advance.
- When directed by a supervisor, overtime travel may occur before the normal tour of duty. (Example: an employee travels to a TDY location and works the night shift on the same day.)
- Leave must be approved in advance in accordance with MGC Instruction 410, Leave.
- When working a double shift, once you have earned 8 hours (under TC 01 and/or TC 11) you can not claim administrative leave.
- Night differential for annual or sick leave is only paid if the total absence is less than 8 hours per pay period.

- If an employee is called back to perform work, he/she is guaranteed at least 2 hours pay. If the employee completes the call back task in 1 hour, then he/she would claim 1 hour of TC 21 or TC 25, as appropriate, and 1 hour of TC 30. If you work more than 2 hours you will receive overtime for the actual time worked. But, you will not receive overtime for the time spent driving to and from the worksite.

Note for Mixed-tour employees:

- Mixed-tour employees must work (under TC 01, TC 19, and TC 26) up to 40 hours per week, to be eligible for TC 21 and TC 25. **(See MGC Instruction 210 Tours of Duty, Pay and Benefits for Meat Acceptance Specialists and Chicago Mercantile Exchange Livestock Clerks.)**
- TC 25 is only used when a mixed-tour employee works during both weeks of a pay period. TC 66 is only claimed when a part-time employee works during both weeks of a pay period.
- Unless approved by the supervisor, annual and sick leave for a person assigned to a mixed tour position should correspond to the number of hours normally worked in a week. (Example: if an employee normally works 20 hours per week, then leave would also be granted in 20 hour per week increments.)

23. **Leave Status.** Complete appropriate leave balance, accruals, and deductions. Check calculations on time claims and leave balances. Input balances using either of the following formats: $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or .25, .50, .75.

24. **Remarks.** This section should be used to document the following occurrences:

- Track restored annual leave, family leave, or military leave used.
- Note unusual lunches.
- Note delays associated with road construction, flights, etc.
- Cross-utilized employees from other Programs/Agency's:
 - Include employer name (Example: Cooperative Agreement State of _____, Dept. of Commerce, FSIS, etc.)
 - Enter subcenter numbers.
- Identify corrected MGC-58's (Example: "Corrected Copy - Corrected hours on 1/20.")
- Identify the subcenter number when performing cross-utilized services.
- Any details or information needed to clarify location or activity entries including details needed to clarify travel, time, or other unusual deviations to justify claim.

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Exhibit D

A.M.	MILITARY TIME	P.M.	MILITARY TIME
12:15	0015	12:15	1215
12:30	0030	12:30	1230
12:45	0045	12:45	1245
1:00	0100	1:00	1300
1:15	0115	1:15	1315
1:30	0130	1:30	1330
1:45	0145	1:45	1345
2:00	0200	2:00	1400
2:15	0215	2:15	1415
2:30	0230	2:30	1430
2:45	0245	2:45	1445
3:00	0300	3:00	1500
3:15	0315	3:15	1515
3:30	0330	3:30	1530
3:45	0345	3:45	1545
4:00	0400	4:00	1600
4:15	0415	4:15	1615
4:30	0430	4:30	1630
4:45	0445	4:45	1645
5:00	0500	5:00	1700
5:15	0515	5:15	1715
5:30	0530	5:30	1730
5:45	0545	5:45	1745
6:00	0600	6:00	1800
6:15	0615	6:15	1815
6:30	0630	6:30	1830
6:45	0645	6:45	1845
7:00	0700	7:00	1900
7:15	0715	7:15	1915
7:30	0730	7:30	1930
7:45	0745	7:45	1945
8:00	0800	8:00	2000
8:15	0815	8:15	2015
8:30	0830	8:30	2030
8:45	0845	8:45	2045
9:00	0900	9:00	2100
9:15	0915	9:15	2115
9:30	0930	9:30	2130
9:45	0945	9:45	2145
10:00	1000	10:00	2200
10:15	1015	10:15	2215
10:30	1030	10:30	2230
10:45	1045	10:45	2245
11:00	1100	11:00	2300
11:15	1115	11:15	2315
11:30	1130	11:30	2330
11:45	1145	11:45	2345
12:00 noon	1200	12:00 midnight	2400