TIME AND ATTENDANCE CARDS

Purser personnel will prepare the top line of these cards. Normally, cards are furnished from shore, preprinted and prepunched.

In the case of some personnel assigned in port, unpunched cards may be used. Th will generally be annotated to the left of the card below "I certify this time t be correct:" with EOD 9/15, which means entered on duty 15 September. This entr is made in pencil by Purser personnel. All computations on the card below "Earn ings" and "Deductions" are also made in pencil by Purser personnel. All other entries on the card must be in ink or typewritten.

Yeomen must complete Tours of duty "at sea" and "in port". The tour of duty applies only for the pay period for which the card is prepared. In the event watch's or tours of duty are changed during a pay period, this must be reflected on the card, showing the dates the different tours were on.

Yeomen must complete regular hour blocks as follows: Place an 8 in the box for each 8 hours worked. For weekends, write "Sat", "Sun", or "Hol" in squares to cover Saturday, Sunday, or Hollidays, for 40 hour per week men at sea or in port and for 56 hour per week men in port. For 56 hour per week men at sea, 8 is put in the block. When a man takes annual leave for the full 8 hours, "L" should be placed in the square. If a man takes 2 hours annual leave and works 6 hours, th square would show $\frac{L}{6}$. In the case of sick leave, "S" is used instead of "L". "O" is used to indicate both AWOL (Absent without leave) and LWOP (Leave without pay). The "O" must be explained beneath the "I certify this time to be correct" as follows: O = LWOP or AWOL 9/17. If a man takes shore leave "H" should be pla in the square. The minimum charge for shore leave is one full 8-hour day. On westbound voyages "M" is placed in the square indicating the day skipped. On eastbound voyages 8/8 is used to indicate the double day.

The OT HRS squares must reflect the number of hours premium pay earned for each day. In the case of the double day, the total for the two days may be lumped together or the time for each day may be separated by a virgule (/). It is very important that the total hours reflected on the time card agrees in every respec with the hours reflected on the overtime sheet. In all cases they should agree in total. See the following samples:

EX = EXCUSED ABSENCE

1/16	2/17	3/18	4/19	5/20	6/21	7/22	8/23	9/24	10/25	11/26	12/27	13/28	14/29	15/30	31		
SAT	SUN	HOL	L	L-2 6	S	S-2 6	O	O-2 6	M	8/8	8	H	EX8				

BEFORE A CARD IS HANDED TO THE PURSER FOR PAYMENT, IT MUST BE SIGNED BY THE DE-PARTMENT HEAD (NO OTHER SIGNATURE IS ACCEPTABLE). DEPARTMENT HEADS CARDS ARE SIGNED BY THE MASTER.

In fact, time cards, leave slips and overtime records must be signed by the de-partment head before they are turned in to the Purser. The Purser will obtain the Master's signature in all cases.

If you have questions, see Purser personnel for the answers.

obtain Master's signature and his name need not be typed on the sheet. CMPI 610 SHOULD BE CONSULTED TO MAKE CERTAIN THAT OVERTIME CLAIMS ARE AUTHENTIC BEFORE THE ARE TYPED ON THE OVERTIME AUTHORIZATIONS. IF YOU ARE IN DOUBT AS TO LEGITIMACY O CLAIM, SEE THE PURSER FOR THE PROPER INTERPRETATION. IF YOU FOLLOW INSTRUCTIONS OUTLINED HEREIN, YOUR OVERTIME AUTHORIZATIONS WILL BE PROPERLY COMPLETED. The Purser will fill in the "Total Hours" and "Total Costs" column at the bottom of the pages. Indicate minimums (Min.) in remarks column as well as call backs.