

LABOR HOUR REPORTING

The following duty statuses are extracted from the Uniform Chart of Accounts Personnel System (UCAPERS) Standard Appendices I & J. These categories reflect statuses for assigned (reflected on the MTF's Table of Distribution and Allowances (TDA) as an authorization) and non-assigned.

ASSIGNED DUTY STATUS CODE

- **FTP** Full Time Permanent. Federal civilian personnel and direct and indirect foreign national employees hired to work full time and who occupy permanent positions.
- **FTT** Full Time Temporary. Federal civilian personnel and direct and indirect foreign national employees hired to work full time and have a temporary appointment.
- **MIL** Military. Active duty Army personnel assigned/attached on permanent duty orders, including students in HQDA authorized education programs.
- **PPT** Permanent Part Time. Federal civilian personnel and direct and indirect foreign national employees hired to work part time and who occupy permanent positions.
- **SCA** Student Civilian Assigned. Civilian personnel assigned to military treatment facilities participating in educational programs sponsored by military facilities. Must be classified as full time (F) or part-time (P), depending on productivity in the work center.
- **SMA** Student Military Assigned. Military personnel assigned to military treatment facilities participating in educational programs sponsored by military facilities. Must be classified as full time (F) or part-time (P), depending on productivity in the work center.
- **TPT** Temporary Part Time. Federal civilian personnel and direct and indirect foreign national employees hired to work part time and have a temporary appointment.
- **WAE** When Actually Employed. Federal civilian personnel and direct and indirect foreign national employees hired on an intermittent basis, where employment is irregular or occasional and compensation is made only for hours actually employed or for services actually rendered.

NON-ASSIGNED DUTY STATUS CODE

- **BCA** Borrowed Civilians From Other TDA Units. Civilian employees borrowed from external TDA organizations that are used to perform duties within the activity that would otherwise be done by assigned personnel.
- **BMA** Borrowed Military From Other Army TDA Units. Active duty US Army personnel borrowed from external TDA organizations that are used to perform duties within the activity that would otherwise be done by assigned personnel. Includes borrowed from other Defense Health Program (DHP) Army MTFs.

- BME Borrowed Military From Army TOE/Line Units. Active duty US Army personnel borrowed from external TOE units that are used to perform duties within the activity that would otherwise be done by assigned personnel.
- CON Contract. Contract surgeons or other contract personnel including consultants from the civilian medical community.
- OGP Other Government Programs. Civilian personnel not elsewhere classified that are working through specific government programs such as the Civilian Education and Training Act (CETA), Non Appropriated Funds (NAF) programs, Memorandum of Understanding/Agreement with civilian medical schools, etc.
- OTH Other Military Personnel. US Navy, Air Force, Marine, Coast Guard, and foreign military personnel other than patients, prisoners, or holdees that are assigned/attached on permanent duty orders, including students in HQDA authorized education programs.
- PNT Patients/Prisoners/Holdees. Personnel awaiting transfer, assignment, or discharge that are used to perform duties within the activity that would otherwise be done by assigned personnel.
- RES Reserve/National Guard. US Reserve and National Guard personnel on active duty for training (ADT) for less than 90 days.
- SEA Seasonal Employees. Civilian employees hired as part of youth employment programs.
- SCN Student Civilian Non Assigned. Civilian personnel not assigned to military treatment facilities participating in educational programs sponsored by military facilities. Must be classified as full time (F) or part time (P), depending on productivity in the work center.
- SMN Student Military Non Assigned. Military personnel not assigned to military treatment facilities participating in educational programs sponsored by military facilities. Must be classified as full time (F) or part time (P), depending on productivity in the work center.
- VOL Volunteers. Volunteer personnel including the Red Cross, Wives Club, religious clubs, etc.

Guidelines for Reporting Contract Labor

As more and more health service functions are contracted throughout the AMEDD, it is imperative that we have visibility of this labor and cost in a central database (EAS IV Repository) for decision-making.

We realize that labor hour reporting should be a bi-product of MTF in/out processing procedures, and we have asked the personnel community for support in this initiative. Therefore, each MTF must establish procedures to capture and validate the reporting of contract labor in MEPRS. Remember, contract nursing personnel supporting inpatient wards should be entered on the UCAPERS Master Personnel File so that weekly schedules can be updated for Workload Management System for Nursing (WMSN) reporting. If the MTF does not support weekly reporting of nursing personnel, then your monthly MEPRS Narrative should state such. The following options for capturing and validating contract labor hours were provided from varying MEPRS offices.

1. Use of UCAPER Master Personnel File - We add all contractors to the MPF in UCAPERS except housekeeping and Maintenance contractors. Our local time and attendance policy requires the immediate supervisor to validate the hours reported to the Contractor against hours reported in UCAPERS. In addition, no one receives a security badge until they present an in processing sheet validating that they have in processed certain key areas of the facility to include Military and Civilian Personnel. Our Personnel Division sends a weekly Arrivals/Departures List that includes all categories of personnel (borrowed, volunteer, assigned, reservist, contract, etc.). We reconcile all categories of personnel on a monthly basis, which includes sending each section with non-assigned staff a roster to validate that they have had no gains or losses. Last but not least, as a part of data quality we conduct random audits of 3 to 4 clinics and 3 to 4 admin areas each month. *Heidelberg MEDDAC*
2. Use of Purchase Care Requests (DA3953) - As a smaller site, it's easier for us to track our contractors and their hours. We've taken measures to insure every DA3953 submitted by our Clinical Operations is also routed through the MEPRS office so we'll know when the contractors are coming on board and can check the funding as well (i.e., PROFIS funds, core dollars, etc). Our Clinical Ops also submits a consolidated report to us monthly, prior to UCAPERS close out, listing the hours worked by contract providers. These are the hours the providers are being paid for so it's a logical source. Logistics is responsible for submitting hours for the housekeeping staff, which are consolidated and entered into the contracted services screen. The SAIC contractors that we pay for are entered into UCAPERS through the scheduling screen in the same way as our other staff. *Ft. Drum Army Health Clinic*
3. Use of UCAPERS Contracted Service - Two group contracts are entered into the UCAPERs Contract Services screen: PAD transcription contract & Housekeeping contract. We have POCs that provide us the hours each month. A management analyst in our Managed Care Division gives us a spreadsheet each month reporting, by name, the number of hours worked by contract providers. *Ft Campbell*
4. The WRAMC has at least 800 contractors on board. At least 500 are from the GoToGov contracting. The management analyst who handles these contracts gives us a spreadsheet each month reporting, by name, the number of hours worked. One of the UCAPERS coordinators uses the Contracted Services screen to enter these hours. It takes him about 2 - 3 days to complete this task. Where possible, he combines the people by appropriate skill types to keep from entering every employee individually (but we are still talking about hundreds). All GoToGov personnel are entered via Contracted Services screen regardless of their skill type. This list is extremely accurate in reporting the hours worked. The remaining contracts are handled by the Contracting. We rely on the section administrators/supervisors to inform us the contractors working for them. These

employees are entered in UCAPERS (either by name or generic position description), and the sections enter the hours in UCAPERS either weekly or monthly. *Walter Reed Army Medical Center*

5. Tripler has set up procedures with the Security Office that hospital badges are not issued to anyone unless they have an in-processing checklist signed off by MEPRS. Tripler has a policy that from the time the dining hall opens (1045) until 1230 only patients and personnel with hospital badges may be served. After 1230 it's open to "all", but the lines are long. Badges are checked at the door and if a person doesn't have a badge, they are turned away. If contractors wish to eat with "staff" they must have a hospital badge. That works well. Once a quarter, I send a message to all Tripler personnel with a Microsoft Outlook mail account (most personnel) asking they identify to us, anyone who is not in UCAPERS. I explain the purpose of UCAPERS, and list categories of personnel such as: Active Duty Army, Other Military, Government Civilian, Contractors, Reservists, Volunteers, Students, Resource Sharers, and "Borrowed" Military (explained). These procedures work quite well in ensuring everyone at Tripler is in UCAPERS. *Tripler Army Medical Center*

6. Use of Materiel Inspection and Receiving Report (DD250). We enter all contract personnel into the UCAPERS Contracted Services screen. Our budget office provides a copy of the DD250's each month. The DD250 has # of hours worked by category (LPN, RN, Housekeeping, Radiology, etc) and where the contract personnel worked. We use the actual contract #. *Madigan Army Medical Center*