

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 07/24/2025)

Hours Tracking Spreadsheet

1. **Hours Tracking Spreadsheet.** The following Hours Tracking Spreadsheet is a visual representation of the required HR Policy Office spreadsheet template that will be used to track hours for employees on these types of appointments.
 - A. Hours Tracking Spreadsheets must count hours based on 12-month increments and separate regular work hours and mentor/training hours if the reemployed annuitant is performing both types of work.
 - B. The Hours Tracking Spreadsheet is available on the [Reclamation Staffing Intranet site](#).

CIVILIAN REEMPLOYED ANNUITANT UNDER NDAAs - HOURS TRACKING SHEET

Employee: _____
 Manager: _____ Appointment Date: _____
 Region/Office: _____ Not to Exceed Date: _____

Date	Regular Hours	Mentor/Training Hours	Total
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Hours	0.00	0.00	0.00