

## INSTRUCTIONS

When a listing of leave errors is received, immediately audit all T&A's through the pay period shown at the top of the listing. **If the audit reveals an error on a T&A** which, if corrected, would make the T&A balance agree with the data base balance, update the current T&A to show the correction. **If the data base is in error**, complete this audit form and return to your servicing personnel office to have the data base updated. **If both are in error**, (1) complete this audit form and return to your servicing personnel office and (2) update the current T&A to show the correct balance. The personnel office will either correct the error in TINQ or forward the audit to NFC for correction. If the audit is being done to correct leave shown on an SF-1150, Record of Leave Data or an AD-581, Lump Sum Leave or Compensatory Time Payments, follow the instructions in 1 and 2 below.

1. Complete the following blocks: Audit for Leave Year 20\_\_\_\_, Name, Social Security Number, Complete Contact Point, Service Computation Date, EOD (Entered On Duty) date (if in year of audit), and Separation Date. Copy the contact point from the top of the T&A.
2. Begin the audit with correct totals in the Brought Forward From Prior Period column.
  - If the employee forfeited leave in the prior year, do not include the hours forfeited.
  - If the employee entered on duty in the year of audit, begin with the pay period in which the EOD date falls.
  - If the employee had more than one appointment in the year of audit, show the leave record for each appointment.
  - If the employee had prior service, the servicing personnel office will enter the data from the SF-1150 in the Payroll/Personnel Remote Entry System (PRES) or Entry, Processing, Inquiry, and Correction System (EPIC). Notify your servicing personnel office to assure information is submitted via PRES or EPIC.
3. **Part-Time Employees.** Part-time employees earn leave in accordance with regulations in FPM Supplement 990-2, Book 630, Subchapter S2-3-b-4.
  - If the data base must be changed for a part-time employee, complete the Part-Time Carryover Hours column.
  - A part-time employee does not earn leave accruals for partial pay periods at the beginning or end of service.

- All hours worked in excess of the basic work requirement, including overtime, are counted in determining the biweekly annual and sick leave accruals, up to a maximum of 80 hours in a pay status per pay period.
  - Carryover hours (i.e., those hours insufficient to earn the minimum of one hour of leave) are maintained whenever a part-time employee changes from part-time to full-time. If a part-time employee is terminated, the carryover hours are lost. (Refer to the Title I, Chapter 7, Section 1, Time and Attendance Procedure for more information.)
  - Hours charged to Transaction Codes 29 and 31 are not counted for leave computation purposes. Any hours over 80 are not included in the annual leave accrual computation for the pay period nor are they carried over to a subsequent week for leave accrual computation purposes.
  - Part-time employees in Leave Category 6 do not accrue an additional 4 hours of leave in the last complete pay period of the leave year as do full-time employees in Category 6.
  - Annual leave accruals:
    - Category 4 - 1 hour for each 20 hours in pay status
    - Category 6 - 1 hour for each 13 hours in pay status
    - Category 8 - 1 hour for each 10 hours in pay status
4. **Leave Donors and Recipients.** Any leave donated or received through the Leave Sharing/Bank Programs should be indicated in the Donated Leave or Donated Leave Received columns as appropriate.
    - If an employee **donates annual leave**, precede the hours donated with a minus sign (-) in the Annual Leave Record.
    - If an employee **receives donated leave**, precede the hours received with a plus sign (+) in the Annual Leave Record.
    - If an employee **receives donated annual leave that has been converted to sick leave**, enter the hours in the Donated Leave Received column in the Sick Leave Record.
  5. **Compensatory (Comp) Time.** The Comp Time Record must show the hourly rate at which comp time is to be paid. The data base maintains the Comp Time Record for only 3 consecutive years. Payment of comp time, other than that used under T/C 64, must be requested on an AD-581.
  6. All audit forms must be certified correct and dated.

PAY PERIOD	ANNUAL LEAVE RECORD						SICK LEAVE RECORD						ABSENCE WITHOUT PAY RECORD <small>(LWOP, AWOL, SUSPENSION, FURLOUGH)</small>		
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (-)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (-)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
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REMARKS	CERTIFIED CORRECT <i>(Signature)</i>	DATE
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PAY PER- IOD	COMPENSATORY (COMP) TIME RECORD					MILITARY LEAVE RECORD			CREDIT HOURS RECORD				OTHER PAID LEAVE RECORD (HOME, SHORE, RESTORED ANNUAL, ETC.)			
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	HOURLY RATE	TOTAL DAYS USED FROM PRIOR PERIOD	DAYS USED THIS PERIOD	TOTAL DAYS USED TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
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