Processing Tips for Leave Audits

There are many reasons for a leave audit, but the main reasons include:

- Leave Balances - An employee indicates that his/her leave balances are incorrect.
- Separations – An employee separates and there is a leave error code in the NFC system indicating a discrepancy.

Documentation needed to complete a leave audit:

- **AD-717 Leave Audit** or an equivalent agency form.
- Copy of jury duty document or copy of military duty orders

Records may be in either machine-readable or paper form.

- Time and Attendance Input Records. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.
- Leave Record
  - Record of employee leave, such as an SF-75 or an SF-1150, prepared upon transfer or separation.
  - Creating agency copy and maintain for three (3) years
  - Timekeeper should submit to HR for further processing

Leave Discrepancies

In the event of a leave error the timekeeper has 25 pay periods to submit a corrected T&A to fix the leave discrepancy. When the timekeeper cannot resolve the leave discrepancy issue via corrective timecards within the last 25 pay periods TINQ is used to correct the discrepancies.

Separated Employee

Verify that the separation personnel action and final T&A are processed, establish any indebtedness, and determine if there are leave errors. When there is a leave discrepancy, complete a leave audit on the separated employee and submit the leave corrections (if applicable) to NFC via TINQ. The resulting SF-1150 reflects the corrected data and the lump sum payment(s) can be processed.