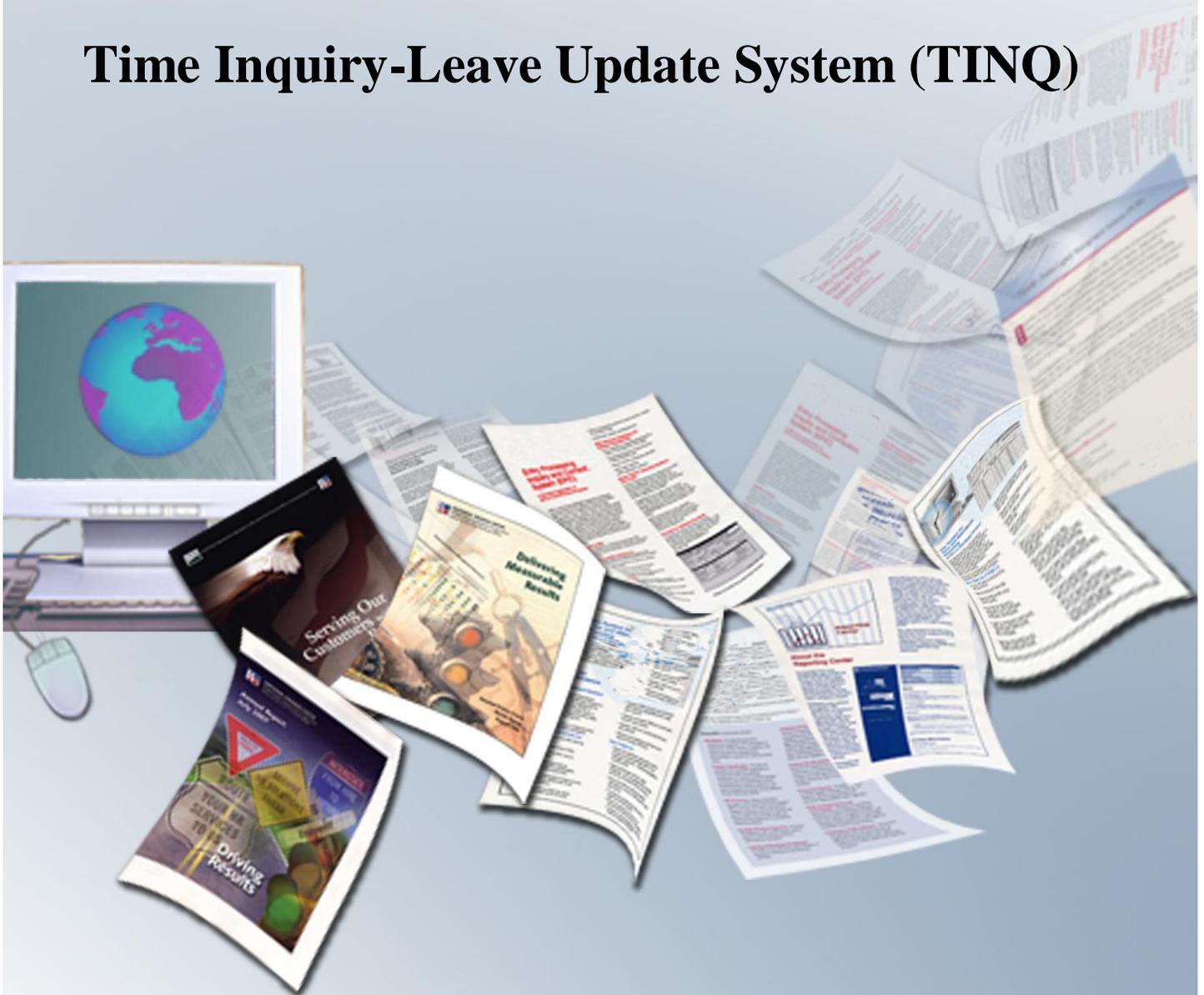




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Time Inquiry-Leave Update System (TINQ)



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PROCEDURE MANUAL
Time Inquiry-Leave Update System (TINQ)



Latest Update Information

The following changes have been made to the Time Inquiry-Leave Update System (TINQ) procedure:

Section	Description of Change
TINQ Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



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System Overview

The Time Inquiry-Leave Update System (TINQ) is an online real-time entry and inquiry system of the United States Department of Agriculture (USDA)/National Finance Center (NFC). TINQ allows users to query and/or correct leave data. It also provides a method of transferring leave data from donors to approved leave recipients participating in the Leave Sharing Program.

TINQ is a detailed breakdown of several Information/Research Inquiry System (IRIS) programs, IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rates; IR140, Nonpay Leave; and IR143, Time Off Award Data. All data displayed in the IRIS programs can be updated and/or corrected through TINQ. Changes made in TINQ are displayed immediately in TINQ and IRIS.

A corrected Time and Attendance (T&A) Report should be used if the correction involves hours worked (i.e., changing annual leave to leave without pay) or adjustments to accounting data. If the adjustment is beyond system capability (26 pay periods), do not process a corrected T&A; adjust the leave balances through TINQ and through your T&A system (i.e., adjusting the leave amounts on the employee leave account screen in Web-based System for Time and Attendance Reporting (STARWeb)).

This section includes the following topics:

Reports	3
Who to Contact for Help	4

Reports

TINQ Program 09, Audit Trail of Leave Updates, is an online reporting system which lists changes processed in the last 2 years to an employee's leave record.

The Audit Trail of Leave Updates report (P0049) is a report generated through the Report Generator System (CULPRPT). The P0049 Report holds correction records for 2 weeks. This report is used to certify the necessity to make leave corrections through TINQ. The P0049 Report identifies the employee entering changes through TINQ by user identification (ID). It serves as an audit trail of leave updates to the system.

The Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX/XX report (PO167) is a report also generated through CULPRPT. This report is used to notify Agency personnel that the advanced leave debt has been collected, and the advanced leave balances must be deleted from TINQ.

All reports are updated when leave is updated (after the Payroll Computation System (PAYE) is run). To query groups of employee data, use FOCUS to request ad-hoc reports.



Who to Contact for Help

For questions about NFC processing, contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the internet using Requester Console user identification (ID).



System Access

This section provides access security information and gives specific sign-on/sign-off instructions

This section includes the following topics:

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Sign Off.....	8
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Security and Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user IDs, passwords, and obtaining access to a specific system contact your Agency Security Officer.

To access TINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

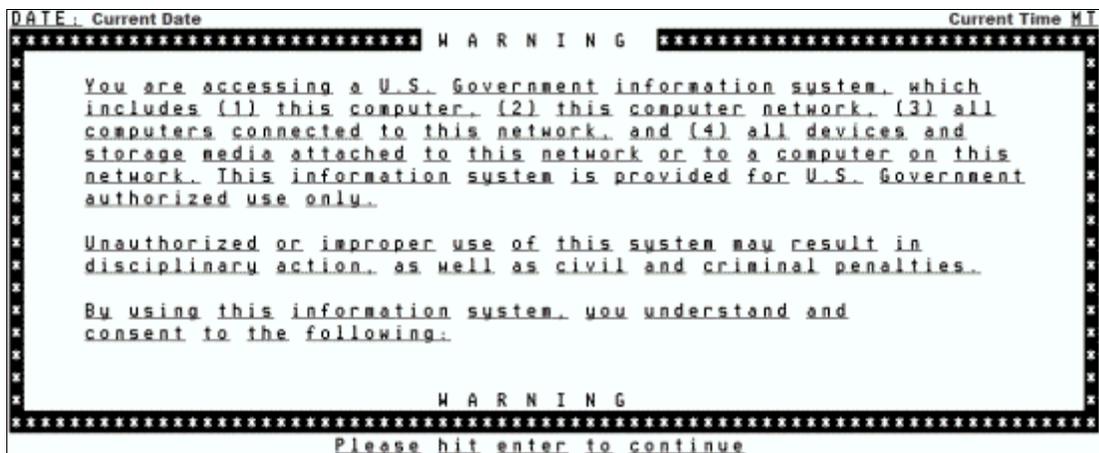


Figure 1: NFC Mainframe Warning Screen



2. Press **Enter** to display the NFC banner screen.



Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under Changing Your Password.
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
- **Tab** until the cursor is located on the line next to the Session ID.
- Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSIDN Main Menu                                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                     Type      Status
-----
- IDMS05     IDMS05                                                     Multi
- PINQ05     IDMS05                                                     Multi
- ABCDINQ    IDMS03                                                     Multi
- ABCD       IDMS03                                                     Multi
- $DB2       TSDB $DB2          TSDB  PROC($DB2      Multi
- $ORACLE    TSDA                                                       Multi
- $ORACLEA   TSDA                                                       Multi
- $SPFA      TSDA $SPFA         TSDA  PROC($SPF      Multi
- $SPFAV2    TSDA $SPFAV2       TSDA  PROC($SPF      Multi
- $SPFB      TSDB $SPFB         TSDB  PROC($SPF      Multi
- $SPFBV2    TSDB $SPFBV2       TSDB  PROC($SPF      Multi
- $SPFC      TSOC $SPFC         TSOC  PROC($SPF      Multi

TSS7030I Password Changed
Command ==>
                                                    SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

Figure 3: CL/SUPERSESSIDN Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSIDN Main Menu                                More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description                                     Type      Status
-----
- IDMS05     IDMS05                                                     Multi
- PINQ05     IDMS05                                                     Multi
- ABCDINQ    IDMS03                                                     Multi
- ABCD       IDMS03                                                     Multi
- $DB2       TSDB $DB2          TSDB  PROC($DB2      Multi
- $ORACLE    TSDA                                                       Multi
- $ORACLEA   TSDA                                                       Multi
- $SPFA      TSDA $SPFA         TSDA  PROC($SPF      Multi
- $SPFAV2    TSDA $SPFAV2       TSDA  PROC($SPF      Multi
- $SPFB      TSDB $SPFB         TSDB  PROC($SPF      Multi
- $SPFBV2    TSDB $SPFBV2       TSDB  PROC($SPF      Multi
- $SPFC      TSOC $SPFC         TSOC  PROC($SPF      Multi

Command ==> s TMGT
                                                    SYSB/T30N6447
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

Figure 4: CL/SUPERSESSIDN Main Menu Screen (Session ID Displayed)



Sign Off

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```
----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More: +
Select sessions with the ENTER key or use a "/"
to display an action code.
  Session ID  Description  Type  Status
-----
  IDMS05     IDMS05     Multi Current
  PINQ05     IDMS05     Multi  Active
  KLSTERM1   Exit Menu  Multi
  Type a selection number or position the
  cursor on a line and press ENTER.
  1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)
  Command ==>
  Enter  F1=Help  F12=Cancel
  retrieve F10=Action
SYSB/T30N6447
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Change Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==          NN   NN          FFFFFFFF          CCCCCCCC ==
==         NNN  NN          FFFFFFFF          CCCCCCCC ==
==        NNNN NN          FF             CCC ==
==       NN NN NN          FFFFFFFF          CCC ==
==      NN  NNN          FFFFFFFF          CCC ==
==     NN   NN          FF             CCCCCCCC ==
==    NN    NN          FF             CCCCCCCC ==
=====
==          National Finance Center          ==
==          Office of the Chief Financial Officer ==
==          United States Department of Agriculture ==
=====
==          For Authorized Use Only          ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
==                                     ==
==                                     ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press Enter and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
-----
ISS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 8: Password Changed Verification Screen



Operating Features

This section describes the system's design and operating features.

This section includes the following topics:

System Design	11
System Edits	11
Function Keys	11

System Design

TINQ is menu driven with nine programs for querying and updating leave data. At the menu, type the selected program at the *Please Enter Selection* field. At any screen within the system, you may select a different program by typing the program number at the Screen Opt prompt.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated. See the *Appendix (on page 67)* for a list of edit messages.

Function Keys

The program function (PF) keys are used to access TINQ options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.



TINQ Menu

After you access TINQ, the TINQ menu is displayed showing nine programs.

```

TI000          USDA OFFICE OF FINANCE AND MANAGEMENT          DATE: XX/XX/XX
DB 85          NATIONAL FINANCE CENTER                        TIME: 15294759
               TIME INQUIRY - LEAVE UPDATE

TTTTTTTTT
TT           IIIIII
TT           II
TT           II      NN      NN          01) ANNUAL & SICK LEAVE
TT           II      NNN     NN          02) AWOP LEAVE
TT           II      NN N    NN          03) SUSPENSION LEAVE
           IIIIII  NN  N    NN  QQQQQQ  04) MILITARY LEAVE
           NN  N  NN  QQ  QQ  05) COMP LEAVE & COMP-OTH-RT
           NN  N  NN  QQ  QQ  06) HOME SHORE LEAVE
           NN      NNN  QQ  QQ  07) ANNUAL LEAVE RESTORED
           NN      NNN  QQ  QQ  08) TIME OFF AWARDS
           NN      NNN  QQQQQQ  09) AUDIT TRAIL OF LEAVE UPDATES
                           QQ
                           Q

                                     PLEASE ENTER SELECTION:  __

----- RESPONSES -----
CLEAR = EXIT                                ENTER = SELECTED SCREEN

                                FOR AUTHORIZED USE ONLY
    
```

Figure 9: TINQ Menu

Below is a brief description of each program:

- 01) Annual & Sick Leave.** Used to modify, query, or add annual leave, sick leave, frozen sick leave, credit hours, and leave transfer records.
- 02) AWOP Leave.** Used to modify, query, or add nonpay status records.
- 03) Suspension Leave.** Used to modify, query, or add suspension leave records.
- 04) Military Leave.** Used to modify, query, or add military leave records.
- 05) Comp Leave & Comp-Oth-Rt.** Used to modify, query, or add regular, religious, and travel compensatory leave records.
- 06) Home Shore Leave.** Used to modify, query, or add home and shore leave records.
- 07) Annual Leave Restored.** Used to modify, query, or add restored annual leave records.
- 08) Time Off Awards.** Used to modify or query time off records entered through your Agency human resources (HR) processing system.
- 09) Audit Trail of Leave Updates.** Used to list changes made to an employee's leave record.



To Modify, Query, or Add Data in the TINQ Database:

At the *Please Enter Selection* prompt, enter the applicable program (01 through 09) and press **Enter**. The applicable program is displayed.

Note: Hours fields in each TINQ program should be completed in whole and fractional (.00, .25, .50, or .75) number format.

This section includes the following topics:

Annual & Sick Leave	14
Leave Sharing Program	21
AWOP Leave	23
Suspension Leave	28
Military Leave	30
Comp Leave & Comp-Oth-Rt	33
Compensatory Leave Adjustments	38
Home Shore Leave	58
Annual Leave Restored	61
Time-Off Awards	63
Audit Trail of Leave Updates	65

Annual & Sick Leave

Annual & Sick Leave is Program 01 on the TINQ menu. This program is used to add, modify, or query records pertaining to annual leave, sick leave (including leave associated with the Federal Employees Family Friendly Leave Act (FEFFLA)), frozen sick leave, administrative leave, and credit hours. It also facilitates the update of records for employees involved in the Leave Sharing Program. It does not, however, facilitate the transfer of an employee’s leave record from one Department to another. A Standard Form (SF)-1150, Record of Leave Data, must be processed in your Agency’s HR processing system.

Note: Leave under the FEFFLA is not distinguished from regular sick leave.

To Use the Annual & Sick Leave Program:

1. At the TINQ menu, type 01 at the *Please Enter Selection* prompt.



2. Press **Enter**. The Annual & Sick Leave Screen is displayed.

TI001	ANNUAL & SICK LEAVE		DATE: XX/XX/XX
DB: 85			TIME: 15294759
SSNO:			
AGENCY:		LAST UPDATE BY:	
SCREEN OPT: 01		DONATED LV IND:	
ANNUAL-LV-CARRYOVER-BALANCE	+0000.00	SICK-LV-CARRYOVER-BALANCE	+0000.00
ANNUAL-LV-ACCRUALS-YTD	+0000	SICK-LV-ACCRUALS-YTD	+000
ANNUAL-LV-USED-YTD	+0000.00	SICK-LV-USED-YTD	+0000.00
ANNUAL-LV-CURRENT-BALANCE	+0000.00	SICK-LV-CURRENT-BALANCE	+0000.00
ANNUAL-LV-FORFEITED	+000.00	SICK-LV-ACCRUAL-REDUCTION	+000
ANNUAL-LV-PT-CARRYOVER-HOURS	+00.00	SICK-LV-PT-CARRYOVER-HOURS	+00.00
ANNUAL-LV-ACCRUAL-REDUCTION	+000	SICK-LV-ERROR	0
ANNUAL-LV-ACCURED-SES	+000	FROZ-SICK-BAL	+0000.00
ANNUAL-LV-ERROR	0	AN-SK-CHGD-DATE	
ANNUAL-LV-CARRYOVER-PRIOR-YR	+0000.00	LEAVE-EARNING-STATUS-PP	
ANNUAL-LV-CATEGORY	0	CREDIT-HRS-CURRENT-BAL	+000.00
ADMINISTRATIVE-LV-USED-YTD	+000.00	USA-FROZ-LEAVE-RATE	+000000.00
USA-FROZ-ANN-LEAVE-BAL	+0000.00	USA-FROZ-SICK-LEAVE-BAL	+0000.00
USA-DATE-LEAVE-FROZEN	00 00 00	INTERIM-LUMP-SUM-CODE	
----- RESPONSES -----			
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT	

Figure 10: Annual & Sick Leave Screen

3. To modify, query, or add a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Annual & Sick Leave record for the Social Security number entered is displayed.
5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.
7. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Screen Opt	System-generated program number 01 . Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field indicating whenever a TINQ record is accessed and updated. The user ID number is system generated for the audit trail NF000 and is displayed when a T&A processes or a payroll/personnel system change occurs.
Donated Lv Ind	System-generated field indicating whether or not the individual is an approved leave recipient.

8. To modify or add a record, complete the applicable fields as follows. All fields below are initially generated based on the processing of T&A payroll and/or personnel data.

Field	Description
-------	-------------



Field	Description
Annual-Lv-Carryover-Balance	Number of annual leave hours carried forward from one leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours. Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.
Sick-Lv-Carryover-Balance	Number of sick leave hours carried from one leave year to the next. This field contains the ending balance from the previous year.
Annual-Lv-Accruals-YTD	Number of annual leave hours accrued during the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field. Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.
Sick-Lv-Accruals-YTD	Number of sick leave accruals for the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field.
Annual-Lv-Used-YTD	Number of hours of annual leave used during the current leave year. The annual leave used is updated on the database each pay period by the number of hours shown on the T&A. Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.
Sick-Lv-Used-YTD	Total sick leave hours used during the current leave year. This field is automatically updated each pay period by the number of sick leave hours used on the T&A.
Annual-Lv-Current-Balance	Automatically calculated current balance for annual leave based upon changes made to other fields. This field cannot be manually adjusted. Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.
Sick-Lv-Current-Balance	Automatically calculated current balance for sick leave based upon changes made to other fields. This field cannot be manually adjusted.



Field	Description
Annual-Lv-Forfeited	Automatically updated annual leave at the end of the leave year. The annual leave is forfeited whenever the current annual leave is in excess of the number of hours the employee is entitled to carry forward from one leave year to the next.
Sick-Lv-Accrual-Reduction	Number of sick leave hours lost due to non-pay hours for the current leave year. For each 80 increment of non-pay, one leave accrual is lost. This field is automatically updated if any non-pay hours fields are changed. The Sick-Lv-Accruals-YTD field should not be changed.
Annual-Lv-Pt-Carryover-Hours	<p>Number of unapplied annual leave hours worked for part-time employees' leave accruals. These hours are used with the hours worked in the following pay period to calculate leave accrual for part-time employees.</p> <hr/> <p>Note: Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of 1 hour.</p>
Sick-Lv-Pt-Carryover-Hours	<p>Number of unapplied sick leave hours worked for part-time employees' leave accruals. These hours are used with the hours worked in the following pay period to calculate leave accrual for part-time employees.</p> <hr/> <p>Note: Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of 1 hour.</p>
Annual -Lv-Accrual-Reduction	<p>Number of hours representing the leave accruals lost due to nonpay hours for the current leave year. For each 80-hour increment of nonpay, one leave accrual is lost. This field is automatically updated if any nonpay hour fields are changed. The Annual-Lv-Accruals-YTD field should not be changed.</p> <hr/> <p>Note: When the number of hours of nonpay status during the leave year equals the number of base-pay hours in a pay period, the annual leave and sick leave accruals are reduced by the employee's leave category. This field is automatically reset to 0 the first pay period of the leave year.</p>



Field	Description
Sick-Lv-Error	<p>Annotation of whether an error has occurred on sick leave during the current leave year. It is system generated when the balance on the T&A does not agree with the leave balance on the database. These codes remain on the TINQ database for the current pay period and one additional pay period after the correction is made. Valid values are:</p> <p>0 No Error 1 Balance Error 2 Crossfoot Error 3 Balance and Crossfoot Error</p>
Annual-Lv-Accrued-SES	<p>Number of hours of annual leave accrued during the current leave year by an employee in the Senior Executive Service (SES).</p>
Froz-Sick-Bal	<p>Number of sick leave hours an employees had at the time he/she transferred to the Federal Employees Retirement System (FERS). This will be the only sick leave hours used to compute an employee's retirement annuity. If a leave audit is completed and found that at the time the employee transferred to FERS the sick leave was not correct, this field will have to be updated.</p>
Annual-Lv-Error	<p>Annotation of whether an error has occurred on annual leave during the current leave year. It is system generated when the balance on the T&A does not agree with the leave balance on the database. These codes remain on the TINQ database for the current pay period and one additional pay period after the correction is made. Valid values are:</p> <p>0 No Error 1 Balance Error 2 Crossfoot Error 3 Balance and Crossfoot Error</p>
An-Sk-Chgd-Date	<p>System-generated date indicating the date the last change made to an employee's annual or sick leave record.</p>
Annual-Lv-Carryover-Prior-Yr	<p>Number of annual leave hours carried over from the prior leave year to the current year. Although this field can be corrected, it is only used for informational purposes.</p>
Leave-Earning-Status-PP	<p>System-generated field indicating eligibility for leave accruals during the first or final pay period for an employee who is part-time or full-time with an uncommon tour of duty. N (no) indicates that an employee is not entitled to earn leave. Y (yes) indicates that an employee is entitled to earn leave.</p>
Annual-Lv-Category	<p>Number of annual leave hours that the employee is entitled to earn per pay period. Valid values are 0, 4, 6, and 8. This field is system generated and is provided for informational purposes. This field cannot be manually adjusted.</p>



Field	Description
Credit-Hrs-Current-Bal	Balance of credit hours earned by the employee. Credit hours are a result of a flexible schedule which allows an alternate work schedule employee to work additional hours above the normal tour of duty. These hours are used as leave hours. Note: The maximum number of hours for this field is 24 .
Administrative-Lv-Used-YTD	Summary of YTD accumulations of administrative leave types. Administrative leave is any authorized absence from duty without loss of pay or charge to annual, sick, credit, or compensatory leave. Some types of leave in this category are holiday, voting, and hazardous weather dismissal. Note: This field is automatically reset to 0 the first pay period of the leave year.
USA-Froz-Leave-Rate	<i>(For Offices of U.S. Attorneys only)</i> System-generated base contract salary of the Assistant U.S. Attorney at the time the leave is frozen before conversion to a Presidentially-appointed U.S. Attorney.
USA-Froz-Ann-Leave-Bal	<i>(For Offices of U.S. Attorneys only)</i> Number of annual leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.
USA-Froz-Sick-Leave-Bal	<i>(For Offices of U.S. Attorneys only)</i> Number of sick leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.
USA-Date-Leave-Frozen	<i>(For Offices of U.S. Attorneys only)</i> System-generated date annual and sick leave hours were frozen due to an Assistant U.S. Attorney being converted to a Presidentially-appointed U.S. Attorney.
Interim-Lump-Sum-Code	Indication if a lump sum payment for leave was made when the employee converted from full-time to intermittent. Type Y (yes) if an intermittent employee receives an interim lump sum payment before the separation is processed. Type N (no) if an intermittent employee does not receive an interim lump sum payment before the separation is processed.

9. After typing the data, press **Enter**. The Ann-Sick-Lv Record is updated. The Last Update By field displays the identification number of the last person to update the leave data.

10. To access another record, enter the Social Security number directly over the one displayed.

11. Press **Enter**.



12. To access another program, enter the program number in the Screen Opt field.
13. Press **Enter**.

Leave Sharing Program

The Voluntary Leave Transfer Program and Voluntary Leave Bank Program permit Federal employees to donate annual and restored annual leave to be used by other Federal employees. The annual leave is used for medical or family medical emergencies, including maternity situations.

Note: This procedure does not include instructions for the Voluntary Leave Bank Program. Follow Agency and Office of Personnel Management (OPM) instructions for recording leave under this program.

Certified documentation should be obtained before entering donor/recipient data in the Payroll/Personnel System.

For more information see:

Processing for a Leave Recipient	21
Processing for a Leave Recipient with Advanced Annual Leave	22
Processing for a Leave Donor	23

Processing for a Leave Recipient

To Process Leave for a Leave Recipient:

1. In the first pay period after the beginning of the medical emergency, code the employee as a leave recipient in the Payroll/Personnel database by entering the applicable document in your Agency's payroll system.
2. Add the donated hours (up to **9999**) to the Annual-Lv-Accruals-YTD field in TINQ Program 01. Up to **9999** hours of leave can be entered in the Annual-Lv-Accruals-YTD field. However, if more than the maximum number of hours allowed in 1 year is entered and the employee is not an approved leave recipient, an error message will display.
3. Type the total amount donated in the Annual Brought Forward field on the T&A in the first pay period the recipient begins to use the donated leave. In each pay period donated leave is used, subtract the amount used for the amount available.
4. Type **0** in the Annual and Sick Leave Accrual fields on the T&A for each pay period until the emergency ends.



Note: Do not process a personnel action to change the annual leave category recorded in the database. The system automatically generates this data.

5. Keep separate from the T&A an account of the annual and sick leave accruals and balances each pay period. Place the hours of annual and sick leave in a separate account to be used after the medical emergency has ended or after all donated leave is exhausted, whichever comes first.

Processing for a Leave Recipient with Advanced Annual Leave

To Process Leave for a Recipient with Advanced Annual Leave:

1. Follow the same instructions as listed under ***Processing for a Leave Recipient*** (on page 21). Take caution when making adjustments to the recipient's annual leave balance.
2. If the recipient has donated annual leave that is to be **used** instead of offsetting the negative annual leave balance, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to **0** and add the donated hours to the Annual-Lv-Accruals-YTD field.
3. Once all donated hours have been used, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to the hours shown prior to the change.
4. If the recipient has donated leave to **offset** the negative annual leave balances, add the donated hours to the Annual-Lv-Accruals-YTD field.
5. If the donated leave amount carries over to the subsequent pay period(s), take no action in TINQ.
6. Make a screen print of the Annual & Sick Leave data before making any changes.

To Process Leave (at the End of the Emergency Period) for a Recipient with Advanced Annual Leave:

1. Type **N** (no) in the Approved Leave Recipient field in your Agency's payroll system indicating that the employee is no longer eligible for donated leave.
2. Prorate according to the number of donors any unused donated leave remaining in the recipient's account so that this leave can be recredited to the donor's account.
3. Add the unused accrued hours field in a separate account to the Annual-Lv-Accruals-YTD field.
4. Record the unused accrued hours in the Annl/Sick Brought Fwd field on the T&A.



5. Type the employee's appropriate accrual rate(s) in the Annual and Sick Leave Accrual fields so that the employee will again accrue leave.

Processing for a Leave Donor

To Process Leave for a Leave Donor:

1. In the first pay period the leave is donated, enter the number of hours donated in the Annual-Lv-Used-YTD field in TINQ Program 01. The Annual-Lv-Current-Balance field decreases.
2. Reduce the same number of hours in the carryover balance on the T&A so that the T&A and database agree.

To Process Leave (at the End of the Emergency Period) for a Leave Donor:

At the end of the emergency period:

1. Recredit any unused donated leave.
2. Add this amount to the Annl Brought Forward field on the T&A.
3. Reduce the same amount in the Annual-Lv-Used-YTD field in TINQ Program 01 so that the T&A and database agree.

AWOP Leave

AWOP Leave is Program 02 on the TINQ menu. This program is used to query, modify, or add nonpay status records, including LWOP (leave without pay) and AWOL (absence without leave).

An employee's AWOP counters must be adjusted in TINQ when a return to duty action is processed; the system does not automatically reset AWOP counters.

To Use the AWOP Leave Program:

1. At the TINQ menu, type **02** at the **Please Enter Selection** prompt.



2. Press **Enter**. The AWOP Leave screen is displayed.

TI002	AWOP LEAVE	DATE: XX/XX/XX
DB: 85		TIME: 15333551
SSNO:		
AGENCY:	LAST UPDATE BY:	
SCREEN OPT: 02		
AWOP-EXCESS-30-DAYS-CNTR	+0000	LWOP-RETIREMENT-RIF +0000.00
AWOP-CONSECUTIVE-DAY-CNTR	+00	LWOP-SINCE-LAST-WGI +0000.00
AWOP-TOWARD-LEAVE-CREDITS	+000.00	LWOP-DURING-PROBATION +0000.00
AWOP-FEHB-TERMINATION	000	LWOP-DURING-PROB-SUPV-MGR +0000.00
AWOP-FEHB-FLAG	0	AWOL-RETIREMENT-RIF +0000.00
AWOP-BEGIN-DATE	00 00 00	AWOL-SINCE-LAST-WGI +0000.00
PAY-STATUS-AFTER-AWOP	000	AWOL-DURING-PROBATION +0000.00
CAL-YR-SPLIT-TYPE-LV		AWOL-DURING-PROB-SUPV-MGR +0000.00
INJURY-LEAVE-OFEC	+0000.00	SUSP-AWOL-LWOP-CAL-YR-SPLIT +000.00
AWOP-FEHB-TERMINATION-MIL	000	AWOP-FEHB-FLAG-MIL 0
AWOP-FEHB-BEGIN-DATE-MIL	00 00 00	AWOP-FEGLI-TERMINATION 000
AWOP-FEGLI-FLAG	0	PAY-STATUS-AFT-AWOP-FEGLI 000
----- RESPONSES -----		
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT

Figure 11: AWOP Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The AWOP Leave record for the Social Security number entered is displayed.
5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.
7. Complete the fields as follows.

Field	Description/Instruction
Screen Opt	System-generated program number 02 . Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field whenever a TINQ record is accessed and updated. The user ID number is system generated for the audit trail.



Field	Description/Instruction
AWOP-Excess-30-Days-Cntr	Number of all nonpay days after the initial 30 days of nonpay occurring since the employee's career conditional appointment.
LWOP-Retirement-RIF	<p>Summary of approved leave-without-pay hours occurring during the current calendar year. These hours are used in the adjustment of the service computation dates for leave, retirement, and reduction in force.</p> <hr/> <p>Note: This field is automatically reset to 0 at the end of the calendar year.</p>
AWOP-Consecutive-Day-Cntr	Number of consecutive calendar days of nonpay since the employee's career conditional appointment.
LWOP-Since-Last-WGI	<p>Summary of approved leave-without-pay hours occurring since the employee's last within-grade increase. These hours are used to extend the employee's waiting period for the next within-grade increase.</p> <hr/> <p>Note: This field is reset to 0 when the within-grade increase is granted.</p>
AWOP-Toward-Leave-Credits	Total number of hours that occurs during the leave year and will be used for accrual reductions. Whenever the absence equals the number of base hours in a pay period (80), the employee's accruals for annual and sick leave are reduced. The counter is then reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped.
LWOP-During-Probation	<p>Summary of approved leave-without-pay hours during the employee's probationary period. These hours are used for the extent of the employee's probationary period.</p> <hr/> <p>Note: This field is reset to 0 at the end of the probationary period.</p>
AWOP-FEHB-Termination	Tracked nonpay days used for the termination of the employee's Federal Employees Health Benefits (FEHB). When the counter reaches 365 days, the employee's health benefits coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay status within 4 months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after health benefits are terminated or the Pay-Status-After-AWOP field reaches 120 days.



Field	Description/Instruction
LWOP-During-Prob-Supv-Mgr	Total number of approved leave-without-pay hours occurring during probation for an employee in a supervisory or managerial position.
AWOP-FEHB-Flag	<p>Code used to control the updating of the number of nonpay days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are:</p> <p>0 Not applicable 1 Update AWOP counters 2 Update pay status counters</p> <hr/> <p>Note: This field is reset to 0 only after the Pay-Status-After-AWOP field reaches 120.</p>
AWOL-Retirement-RIF	<p>Summary of unapproved absence-without-pay hours during the calendar year. These hours are used to adjust the service computation dates for leave, retirement, and reduction in force.</p> <hr/> <p>Note: This field is reset to 0 at the end of the calendar year.</p>
AWOP-Begin-Date	Date the period of nonpay begins.
AWOL-Since-Last-WGI	<p>Total number of unapproved absence-without-pay hours occurring since the employee's last within-grade increase.</p> <hr/> <p>Note: This field is reset to 0 when the within-grade increase is granted.</p>
Pay-Status-After-AWOP	<p>Number of days in pay status following a period of nonpay. It is updated by 14 days each pay period when AWOP-FEHB-Flag is 2.</p> <hr/> <p>Note: This field is automatically reset when the health benefits are canceled or the counter reaches 120 days.</p>
AWOL-During Probation	<p>Total number of unapproved absence-without-pay hours occurring during the employee's probationary period. These hours are used to extend the employee's probationary period.</p> <hr/> <p>Note: This field is reset to 0 at the end of the probationary period.</p>
Cal-Yr-Split-Type-Lv	The type of absence without pay used in the pay period



Field	Description/Instruction
	involving a calendar year split. Only one type of absence without pay can be used in this field. Enter the type of nonpay leave used for the pay period involving a calendar year split. Valid values are: A AWOL L LWOP S Suspension
AWOL-During-Prob-Supv-Mgr	Summary of unapproved absence-without-pay hours occurring during the supervisory probationary period. These hours will be used for the extent of the probationary period. Note: This field is reset to 0 at the end of the probationary period.
Injury-Leave-OFEC	Number of hours of injury leave an employee has used in the current leave year.
Susp-AWOL-LWOP-Cal-Yr-Split	Summary of absence-without-pay hours used in the pay period involving a split calendar year which are applicable to the new calendar year. These hours are used to compute the service computation date at the last pay period, then zeros out by the system and stored on IRIS Program IR 140 in the AWOL-Prev-Cal-Yr-Split field. These hours will be used in certain computations at the end of the new calendar year.
AWOP-FEHB-Termination-Mil	Tracked nonpay days due to active military duty used for the termination of the employee's FEHB. When the counter reaches 730 days, the employee's FEHB coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay within 4 months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after FEHB coverage is terminated or the Pay-Status-After-AWOP field reaches 120 days.
AWOP-FEHB-Flag-Mil	Code used to control the updating of the number of nonpay military leave days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are: 0 Not applicable 1 Update AWOP counters
AWOP-FEGLI-Begin-Date	Date the period of nonpay begins.
AWOP-FEGLI-Termination	Tracked nonpay days used for the termination of an employee's life insurance coverage. When the counter reaches 365 days, the employee's life insurance coverage is terminated. Generally nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay within 4 months. In this case, the number of days in



Field	Description/Instruction
	the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after life insurance benefits are terminated or the Pay-Status-Aft-AWOL-FEGLI field reaches 120 days.
AWOP-FEGLI-Flag	Code used to control updating the number of nonpay days toward the termination of life insurance coverage and the number of days in pay status following a period of nonpay. Valid values are: 0 Not applicable 1 Update AWOP counters 2 Update pay status counters
Pay-Status-Aft-AWOP-FEGLI	Number of days in pay status following a period of nonpay. It is updated by 14 days each pay period when AWOP-FEGLI-Flag is 2 .

8. After entering the data, press **Enter**. The AWOP Record is updated. The Last Update By field displays the identification number of the last person to update the leave record.
9. To access another record, enter the Social Security number directly over the one displayed.
10. Press **Enter**.
11. To access another program, type the program number in the Screen Opt field.
12. Press **Enter**.

Suspension Leave

Suspension Leave is Program 03 on the TINQ menu. This program is used to query, modify, or add suspension leave records.

To Use the Suspension Leave Program:

1. At the TINQ menu, type **03** at the *Please Enter Selection* prompt.



2. Press **Enter**. The Suspension Leave screen is displayed.

TI003	SUSPENSION LEAVE	DATE: XX/XX/XX
DB: 85		TIME: 15335661
SSNO:		LAST UPDATE BY:
AGENCY:		
SCREEN OPT: 03		
RETIREMENT-RIF	+0000.00	
SINCE-LAST-WGI	+0000.00	
DURING PROBATION	+0000.00	
DURING-PROB-SUPV-MGR	+0000.00	
----- RESPONSES -----		
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT

Figure 12: Suspension Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Suspension Leave Record for the Social Security number entered is displayed.
5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.
7. Complete the applicable fields as follows:

Field	Description/Instruction
Screen Opt	System-generated program number 03. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field indicating the identification number of the last person to update the leave data.
Retirement-RIF	Number of hours of suspension resulting from disciplinary action occurring during the current calendar year. (These hours are used to adjust the service computation date for reduction in force.)



Field	Description/Instruction
Since-Last-WGI	Number of hours of suspension resulting from disciplinary action occurring since the employee's last within-grade increase. The hours are used to extend the employee's waiting period for the next within-grade increase.
During-Probation	Number of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. These hours are used to adjust the employee's probationary period.
During-Prob-Supv-Mgr	Number of hours of suspension resulting from disciplinary action occurring during the employee's supervisory/managerial probationary period. These hours are used to adjust the employee's supervisory/managerial probationary period.

8. After correcting the data, press **Enter**. The Suspension Leave record is updated. The Last Update By field displays the identification number of the last person to update the leave data.
9. To access another record, enter the Social Security number directly over the one displayed.
10. Press **Enter**.
11. To access another program, enter the program number in the Screen Opt field.
12. Press **Enter**.

Military Leave

Military Leave is Program 04 on the TINQ menu. This program is used to query, modify, or add military leave records.

To Use the Military Leave Program:

1. To select this program, at the TINQ menu, type **04** at the *Please Enter Selection* prompt.



2. Press **Enter**. The Military Leave screen is displayed.

```

TI004                MILITARY LEAVE                DATE: XX/XX/XX
DB: 85
SSNO:
AGENCY:
SCREEN OPT: 04

MILITARY-LV-HOURS-USED-YTD-REG                +0000.00
MILITARY-LV-DAYS-USED-YTD-REG                +00
MILITARY-LV-HRS-USED-YTD-EMERG                +0000.00
MILITARY-LV-HRS-USED-PP-EMERG                +000.00
MILITARY-LEAVE-CARRYOVER                +000.000
MILITARY-LV-DAYS-USED-PRIOR-YR                +00
MILITARY-LV-HRS-USED-PRIOR-YR                +000.00

----- RESPONSES -----
PF1 = MENU                                CLEAR = EXIT
ENTER = INQUIRE/UPDATE
    
```

Figure 13: Military Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Military Leave record for the Social Security number is displayed.

5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. To modify or add a record, complete the applicable fields as follows:

Field	Description/Instruction
Screen Opt	System-generated program number 04. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field whenever a TINQ record is accessed and updated. The user ID is system generated for the audit trail. NF000 is displayed when a T&A processes or a payroll/personnel system change occurs.
Military-Lv-Hours-YTD-Reg	Number of hours of regular military leave used in the current fiscal year. The maximum number allowed in this field is 240 hours (including carryover) per year. A maximum of 288 hours is allowed for Location



Field	Description/Instruction
	Code 4 (Washington, D.C., Metropolitan area). Note: This field is reset to 0 at the end of the fiscal year.
Military-Lv-Days-YTD-Reg	Number of regular military leave days used during the current fiscal year. Note: The maximum number allowed in this field is 30 days. (A maximum of 36 days is allowed for Location Code 4 (Washington, D.C., Metropolitan area).)
Military-Lv-Hrs-YTD-Emerg	Number of hours of emergency military leave used during the current calendar year. Note: The maximum number of hours allowed in this field is 176 .
Military-Lv-Hrs-PP-Emerg	Number of hours of emergency military leave used in the current pay period. Note: The maximum number of hours allowed in this field is 80 .
Military-Leave-Carryover	Number of hours of military leave carried forward from the prior fiscal year to the current fiscal year. Note: The maximum number of hours allowed in this field is 120 . A maximum number of hours allowed for Location Code 4 (Washington, D.C., Metropolitan area) is 144 .
Military-Lv-Days-Used-Prior Yr	Number of days of military leave used in the prior fiscal year. Note: The maximum number allowed in this field is 15 days.
Military-Lv-Hours-Used Prior Yr	Number of hours of military leave used in the prior fiscal year. Note: The maximum number of hours allowed in this field is 120 .

8. After entering the data, press **Enter**. The Military Leave Record is updated. The Last Update By field displays the identification number of the last person to update the leave data.
9. To access another record, enter the Social Security number directly over the one displayed.
10. Press **Enter**.



11. To access another program, enter the program number in the Screen Opt field.
12. Press **Enter**.

Comp Leave & Comp-Oth-Rt

Comp Leave & Comp-Oth-Rt is Program 05 on the TINQ menu. This program is used to query compensatory leave data and/or to manually enter and/or update up to 3 years of compensatory leave rates and hours, including compensatory time off for religious observance and travel compensatory time.

A compensatory leave master record is automatically established in TINQ Program 05, the first pay period in which a T&A reflecting compensatory time earned is applied. TINQ Program 05 is used to enter the rate record(s) when compensatory time was inadvertently omitted from the T&A or the rate at which it was earned needs to be corrected. (For examples of processing compensatory leave adjustments, see **Compensatory Leave Adjustments (on page 38)**.)

The compensatory record is automatically updated whenever a T&A reflecting compensatory time earned or used is applied. Adjustments to compensatory leave rates and hours (rate record) are entered in the Rate Record section.

Note: Send in corrected T&As for prior pay periods within the database range of 26 pay periods. Use TINQ for pay periods outside the database range of 26 pay periods.

To Use the Comp Leave & Comp-Oth-Rt:

1. To select this program, at the TINQ menu, enter **05** at the *Please Enter Selection* prompt.



2. Press **Enter**. The Comp Leave & Comp-Oth-Rt is displayed.

TI005 DB 85	>COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX
SSN:	ZERO RATE = TRAVEL COMP	TIME: 10021031
AGENCY:	* FOR NON-TITLE-5 AGENCY USE ONLY<	
PAGE: 0001		
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	TRAVEL-COMP-BAL	
FORFEITED +0011.00	PRIOR-YR-BAL	+0005.00
* EARNED-YTD +0000.00	PRIOR-YR-BAL2	+0000.00
* USED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
REG-CUR-COMP-BAL +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
94 04 10.00 +005.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
RESPONSES		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 14: Comp Leave & Comp-Oth-Rt Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number

4. Press **Enter**. The Comp Leave & Comp-Oth-Rt screen records for the Social Security number entered are displayed.
5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.
7. Review the information in the Page field.

Field	Description
Page	System-generated field requiring no action.

8. Complete the remaining fields as follows:

Field	Description/Instruction
-------	-------------------------



Field	Description/Instruction
Screen Opt	System-generated program number 05 . Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	<p>System-generated field indicating the identification number of the source of the TINQ update.</p> <p>The user ID is displayed when a user changes a compensatory record in TINQ. This is system generated for the audit trail. NF000 is displayed when a T&A processes or a payroll/personnel system change occurs.</p> <hr/> <p>Note: The Comp Leave & Comp Oth Rt screen inquiry fields are described below. The data displayed in these fields is system generated from processing T&As and/or adjusting the Rate Records of this program.</p>
Error Code	<p>Indication when the compensatory leave on a T&A is different from the leave on the database. Valid values are:</p> <p>0 No error 1 Balance error 2 Crossfoot error 3 Balance and crossfoot error</p>
Forfeited	Number of regular compensatory leave hours that have been forfeited during the current year and up to 2 years prior. This field also contains expired travel compensatory leave. (For examples of adjusting this field, see Compensatory Leave Adjustments (on page 38) Example 1 and Example 2 .)
Earned-YTD	(For Non-Title V Agencies only) Number of regular compensatory leave hours earned during the current year. (For examples of adjusting this field see Compensatory Leave Adjustments (on page 38), Example 3 and Example 4 .)
Used-YTD	(For Non-Title V Agencies only) Number of regular compensatory leave hours during the current year. This field does not include compensatory time used for religious observance. (For examples of adjusting this field, see Compensatory Leave Adjustments (on page 38).)
Reg-Cur-Comp-Bal	<p>(For Non-Title V Agencies only) Balance of regular compensatory leave earned year to date (YTD) less the leave used YTD for the current year.</p> <p>(For Title V Agencies) Balance of regular compensatory leave for the prior 26 pay periods..</p>
Travel-Comp-Bal	Compensatory balance for the hours the employee earned while in travel status for the prior 26 pay periods.
Prior-Yr-Bal	<p>(For Title V Agencies only) Field always set to 0.</p> <p>(For Non-Title V Agencies) Balance of regular compensatory leave for the prior year.</p>
Prior-Year-Bal2	Expired compensatory leave balance and the expired grandfathered



Field	Description/Instruction
	compensatory leave balance.
Leave-Used-Rel-Obser-YTD	Number of compensatory leave hours used for religious observance in the current year. (For examples of adjusting this field, see Compensatory Leave Adjustments (on page 38), Example 7 and Example 8 .)
Comp-Lv-Bal-Rel-Obser	Balance of compensatory leave hours earned for religious observance in the current year. (For examples of adjusting this field, see Compensatory Leave Adjustments (on page 38), Example 9 and Example 10 .)
Comp-Lv-Changed-Date	System-generated date of when the compensatory leave record was updated. The above fields are updated when changes or adjustments are made in the Rate Records section.
Yr	Last two digits of the year.

9. To enter or adjust a rate record, complete the fields as follows:

Field	Description/Instruction
Yr	<p>Last two digits of the year for the entry of adjustments. The year must be the current year or up to 2 years prior.</p> <p>Type the current year in this field to add/change the data in the Earned-YTD, Used-YTD, Reg-Cur-Comp-Bal, and/or Travel-Comp-Bal fields.</p> <p>Type the first or second year (as applicable) to add/change data in the Prior-Yr-Bal2 field.</p> <p><u>Note: Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.</u></p>
PP	Pay Period in which the compensatory time was earned.
Rate	<p>Premium rate (with a decimal point to separate dollars and cents) at which the compensatory time was earned.</p> <p><u>Note: With the exception of Pay Period 01, only two rate records per pay period can be earned.</u></p>
Hours	<p>Number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour.</p> <p><u>Note: With the exception of Pay Period 01, the maximum number of hours that can be entered per pay period is 256.</u></p>



Field	Description/Instruction
Ind	<p>Codes to indicate an adjustment:</p> <p>U To increase and/or decrease the Used YTD field. U must only be used for current year for non-Title V Agencies only.</p> <p>F To increase and/or decrease the Forfeited field</p> <p>R To change the religious observance fields. Use R for current year only. Type the year, pay period, rate, hours, and R in this field. You are prompted for an additional indicator with the message, <i>Enter "E" for Religious Earned, "T" for Religious Used.</i></p> <p>E Type an E to adjust hours to the Comp-Lv-Bal-Observ field.</p> <p>T Type T to update hours in the Leave-Used-Rel-Observ field.</p> <hr/> <p>Note: When making an entry in the Ind field, you must enter a new compensatory rate record. No entry in the Rate record indicates travel compensatory time.</p>

10. To correct the Forfeited field, type the correct year (up to 2 years prior or current) in the Yr field.
11. Continue typing the appropriate data in the PP, Rate, and Hours fields.
12. Type **F** in the Ind field.
13. After entering the data, press **Enter**. The Last Update By field displays the identification number of the last person to update the leave data.
 - All rate records with **0** hours are purged each time PAYE runs.
 - The total hours shown in the Rate Records section must equal the applicable balance field. If the hours are not equal to the applicable balance field, an edit message will appear.
14. To access another record, press **PF5**, complete the SSNO field.
15. Press **Enter**.
16. To scroll backward, press **PF7**.
17. To scroll forward, press **PF8**.
18. To access another program, enter the program number in the Screen Opt field.
19. Press **Enter**.



Compensatory Leave Adjustments

To Make Adjustments in TINQ:

1. Prepare or obtain an up-to-date certified AD-717, Audit for Leave Year 20XX. (Do not include the current processing period.)
2. Query the record in TINQ.
3. Print a copy of the TINQ screen.
4. Make correction/adjustment.
5. Verify the correction/adjustment on the same screen.

Note: For each example, the premium rate at which the compensatory time was earned is \$10.00 and the current year is 2009.

For more information see:

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Increasing Compensatory Leave Forfeited (Example 1)

In Pay Period 01 of 2009, the employee forfeited a total of 16 hours of compensatory leave. Only 11 hours are shown as forfeited in TINQ Program 05. The forfeited hours must be increased by 5 hours.



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP      TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                >TRAVEL-COMP-BAL<      LAST-UPDATE BY:
ERROR-CODE                 0                          +0000.00
FORFEITED                  +0011.00                 PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00                 PRIOR-YR-BAL2    +0005.00
* USED-YTD                 +0000.00                 LEAVE-USED-RELIG-OBSER-YTD +0000.00
>REG-CUR-COMP-BAL<       +0000.00                 COMP-LV-BAL-REL-OBSER +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
09 01 10.00 +005.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 15: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Leave Forfeited)

To Increase the Compensatory Time Forfeited:

1. Complete the fields as follows:

Field	Instruction
Yr	Type 09
PP	Type 01
Rate	Type 10.00
Hours	Type 5
Ind	Type F



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                 0                                +0000.00
FORFEITED                  +0011.00                       PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00                       PRIOR-YR-BAL2    +0005.00
* USED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<       +0000.00                       COMP-LV-BAL-REL-OBSER +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +005.00    09 01 10.00 +005.00 F   00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
  
```

Figure 16: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Forfeited)

2. Press **Enter**. The Forfeited field displays 16 hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                 0                                +0000.00
FORFEITED                  +0016.00                       PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00                       PRIOR-YR-BAL2    +0000.00
* USED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<       +0000.00                       COMP-LV-BAL-REL-OBSER +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
  
```

Figure 17: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Forfeited)



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

ERROR-CODE                 0                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
FORFEITED                  +0016.00        PRIOR-YR-BAL              +0000.00
* EARNED-YTD               +0000.00        PRIOR-YR-BAL2            +0000.00
* USED-YTD                 +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<        +0000.00        COMP-LV-BAL-REL-OBSER    +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +000.00      09 01 10.00 -005.00 F    00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 19: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Forfeited)

2. Press **Enter**. The Forfeited field displays **11** hours and the Prior-Yr-Bal2 field displays **5** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

ERROR-CODE                 0                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
FORFEITED                  +0011.00        PRIOR-YR-BAL              +0000.00
* EARNED-YTD               +0000.00        PRIOR-YR-BAL2            +0005.00
* USED-YTD                 +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<        +0000.00        COMP-LV-BAL-REL-OBSER    +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +005.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 20: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Forfeited)

Increasing Compensatory Leave Balance (Example 3)

The employee had 16 hours of compensatory leave showing on the database. The balance should be 40 hours. The Reg-Cur-Comp-Bal balance must be increased by 24 hours.



To Increase Compensatory Time Balance:

1. Tab to the record containing the year and pay period to be corrected.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<      +0000.00
ERROR-CODE                0          PRIOR-YR-BAL          +0000.00
FORFEITED                 +0000.00   PRIOR-YR-BAL2        +0000.00
* EARNED-YTD              +0000.00   LEAVE-USED-RELIG-OBSER-YTD +0000.00
* USED-YTD                 +0000.00   COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<      +0016.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +016.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 21: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Leave Balance)

2. Tab past the YR, PP, and Rate fields.
3. Type **40** in the hours field.
4. Leave the Ind field blank.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<      +0000.00
ERROR-CODE                0          PRIOR-YR-BAL          +0000.00
FORFEITED                 +0000.00   PRIOR-YR-BAL2        +0000.00
* EARNED-YTD              +0000.00   LEAVE-USED-RELIG-OBSER-YTD +0000.00
* USED-YTD                 +0000.00   COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<      +0016.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +040.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 22: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Balance)



5. Press **Enter**. The Reg-Cur-Comp-Bal displays **40** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0          PRIOR-YR-BAL          +0000.00
FORFEITED                 +0000.00    PRIOR-YR-BAL2         +0000.00
* EARNED-YTD              +0000.00    LEAVE-USED-RELIG-OBSER-YTD +0000.00
* USED-YTD                +0000.00    COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<       +0040.00    COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
09 01 10.00 +040.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 23: Comp Leave & Comp-Oth-Rt Screen (After Entering the increase in Compensatory Leave Balance)

Reducing Compensatory Leave Balance (Example 4)

There are 5 hours of compensatory leave shown in the Reg-Cur-Bal field of TINQ Program 05. A leave audit reveals that the employee did not work any compensatory time. The Reg-Cur-Comp-Bal field must be reduced to zero.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0          PRIOR-YR-BAL          +0000.00
FORFEITED                 +0000.00    PRIOR-YR-BAL2         +0000.00
* EARNED-YTD              +0000.00    LEAVE-USED-RELIG-OBSER-YTD +0000.00
* USED-YTD                +0000.00    COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<       +0005.00    COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
09 01 10.00 +005.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 24: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Compensatory Leave Balance)

Note: To reduce the Reg-Cur-Comp-Bal field, there must be an existing compensatory leave record.



To Reduce Compensatory Time Hours Balance:

1. Tab to the record containing the year and pay period to be reduced.
2. Tab past the YR, PP, and Rate fields.
3. Type **0** in the hours field.
4. Leave the Ind field blank.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                >TRAVEL-COMP-BAL<      LAST-UPDATE BY:
ERROR-CODE                  0                          +0000.00
FORFEITED                   +0000.00                  PRIOR-YR-BAL      +0000.00
* EARNED-YTD                 +0000.00                  PRIOR-YR-BAL2    +0000.00
* USED-YTD                   +0000.00                  LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<         +0005.00                  COMP-LV-BAL-REL-OBSER +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 25: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Balance)



5. Press **Enter**. The Reg-Cur-Bal fields displays **0** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                      * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                    0          PRIOR-YR-BAL          +0000.00
FORFEITED                     +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                  +0000.00   LEAVE-USED-RELIG-OBSER-YTD +0000.00
* USED-YTD                    +0000.00   COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<          +0000.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE    PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 26: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Balance)

Increasing Religious Compensatory Leave Taken (Example 5)

After preparing a leave audit, it was determined that an employee had used a total of 16 hours of religious compensatory leave in Pay Period 01 of 2009, but only 12 hours were reported on the T&A. The used hours must increase by 4.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                      * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                    0          PRIOR-YR-BAL          +0000.00
FORFEITED                     +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                  +0000.00   LEAVE-USED-RELIG-OBSER-YTD +012.00
* USED-YTD                    +0000.00   COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<          +0004.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +000.00    09 03 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE    PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 27: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Religious Compensatory Leave Taken)



To Increase Religious Compensatory Time Used:

1. To increase the Leave-Used-Relig-Observ-YTD field, tab to the first rate record containing zeros in all fields.
2. Complete the fields as follows:

Field	Instruction
Yr	Type 09
PP	Type 01
Rate	Type 10 .00
Hours	Type 4
Ind	Type R

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0          PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00   PRIOR-YR-BAL2        +0000.00
* EARNED-YTD               +0000.00   LEAVE-USED-RELIG-OBSER-YTD +012.00
* USED-YTD                 +0000.00   COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<       +0004.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 03 10.00 +004.00      09 01 10.00 +004.00 R
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 28: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.



4. Enter **T** in the field to increase the leave used balance.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                     * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                   0                                PRIOR-YR-BAL          +0000.00
FORFEITED                    +0000.00                       PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +016.00
* USED-YTD                   +0000.00                       COMP-LV-BAL-REL-OBSER  -0004.00
>REG-CUR-COMP-BAL<          +0004.00                       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 03 10.00 +004.00      09 03 10.00 +004.00 T
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 29: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Taken)

5. Press **Enter**. The Leave-Used-Relig-Observ-YTD field displays **16** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                     * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                   0                                PRIOR-YR-BAL          +0000.00
FORFEITED                    +0000.00                       PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +016.00
* USED-YTD                   +0000.00                       COMP-LV-BAL-REL-OBSER  -0004.00
>REG-CUR-COMP-BAL<          +0004.00                       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 03 10.00 +004.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 30: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Taken)



Reducing Religious Compensatory Leave Taken (Example 6)

After preparing a leave audit, it was determined that an employee had only used a total of 12 hours of religious compensatory leave in Pay Period 04 of 2009, but 16 hours were erroneously reported on the T&A. The hours used must be reduced by 4.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                  0                                +0000.00
FORFEITED                   +0000.00          PRIOR-YR-BAL          +0000.00
* EARNED-YTD                +0000.00          PRIOR-YR-BAL2        +0000.00
* USED-YTD                  +0000.00          LEAVE-USED-RELIG-OBSER-YTD +016.00
>REG-CUR-COMP-BAL<         +0004.00          COMP-LV-BAL-REL-OBSER +0012.00
                                COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND
09 04 10.00 +000.00    09 04 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00

----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 31: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Religious Compensatory Leave Taken)

To Reduce Religious Compensatory Time Taken:

1. Tab to the first rate record containing zeros in all fields.
2. Complete the fields as follows:

Field	Instruction
Yr	Type 09
PP	Type 04
Rate	Change the + (plus sign) to a - (minus sign) and type 10.00
Hours	Type 4
Ind	Type R



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                 0                                +0000.00
FORFEITED                  +0000.00                       PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00                       PRIOR-YR-BAL2    +0000.00
* USED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +016.00
>REG-CUR-COMP-BAL<       +0004.00                       COMP-LV-BAL-REL-OBSER +0012.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 04 10.00 +004.00      09 04 10.00 -004.00 R
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 32: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Taken)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.
4. Type **T** in the Ind field to increase the leave used balance.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                 0                                +0000.00
FORFEITED                  +0000.00                       PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00                       PRIOR-YR-BAL2    +0000.00
* USED-YTD                 +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +016.00
>REG-CUR-COMP-BAL<       +0004.00                       COMP-LV-BAL-REL-OBSER +0012.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 04 10.00 +004.00      09 04 10.00 -004.00 T
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 33: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Taken)



- Press **Enter**. The Leave-Used-Relig-Observ-YTD field displays **12** hours and the Comp-Lv-Bal-Rel-Observ field displays **16** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                +0000.00
ERROR-CODE                 0          >TRAVEL-COMP-BAL<
FORFEITED                 +0000.00    PRIOR-YR-BAL
* EARNED-YTD              +0000.00    PRIOR-YR-BAL2
* USED-YTD                +0000.00    LEAVE-USED-RELIG-OBSERV-YTD
>REG-CUR-COMP-BAL<      +0004.00    COMP-LV-BAL-REL-OBSERV
                                +0016.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
09 01 10.00 +000.00    09 04 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE    PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 34: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Taken)

Increasing Religious Compensatory Leave Earned (Example 7)

After preparing a leave audit in Pay Period 01 of 2009, it was determined that an employee should have a balance of 16 hours of religious compensatory leave, but the database reflects a balance of 8 hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                +0000.00
ERROR-CODE                 0          >TRAVEL-COMP-BAL<
FORFEITED                 +0000.00    PRIOR-YR-BAL
* EARNED-YTD              +0000.00    PRIOR-YR-BAL2
* USED-YTD                +0000.00    LEAVE-USED-RELIG-OBSERV-YTD
>REG-CUR-COMP-BAL<      +0000.00    COMP-LV-BAL-REL-OBSERV
                                +0008.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE    PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 35: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Religious Compensatory Leave Earned)



To Increase Religious Compensatory Time Earned:

1. Tab to the first record containing zeros in all fields.
2. Complete the fields as follows.

Field	Instruction
Yr	Type 09
PP	Type 01
Rate	Type 10.00
Hours	Type 8
Ind	Type R

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                 0                                +0000.00
FORFEITED                  +0000.00          PRIOR-YR-BAL          +0000.00
* EARNED-YTD               +0000.00          PRIOR-YR-BAL2        +0000.00
* USED-YTD                 +0000.00          LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<        +0000.00          COMP-LV-BAL-REL-OBSER +0008.00
                                COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +008.00 R   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00       00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
  
```

Figure 36: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Earned)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.



4. Type **E** in the field to increase the balance.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                     * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                   0          PRIOR-YR-BAL          +0000.00
FORFEITED                    +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                 +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                   +0000.00   COMP-LV-BAL-REL-OBSER   +0008.00
>REG-CUR-COMP-BAL<          +0000.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +008.00 E   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE   PF1 = MENU
                                PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 37: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Earned)

5. Press **Enter**. The Comp-Lv-Bal-Rel-Obser field displays **16** hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                     * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                   0          PRIOR-YR-BAL          +0000.00
FORFEITED                    +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                 +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                   +0000.00   COMP-LV-BAL-REL-OBSER   +0016.00
>REG-CUR-COMP-BAL<          +0000.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE   PF1 = MENU
                                PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 38: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Earned)



Reducing Religious Compensatory Leave Earned (Example 8)

A corrected T&A for a prior pay period (Pay Period 01 of 2009) reflecting 4 hours of used religious compensatory time was not processed in the system. The employee should have a balance of 16 hours of religious compensatory leave but the database balance is 20 hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP      TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
ERROR-CODE                0                >TRAVEL-COMP-BAL<          +0000.00
FORFEITED                 +0000.00        PRIOR-YR-BAL              +0000.00
* EARNED-YTD              +0000.00        PRIOR-YR-BAL2            +0000.00
* USED-YTD                +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<      +0000.00        COMP-LV-BAL-REL-OBSER    +0020.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 39: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Religious Compensatory Leave Earned)

To Reduce Religious Compensatory Time Earned:

1. Tab to the first rate record with zeros in all fields.
2. Complete the fields as follows:

Field	Instruction
Yr	Type 09
PP	Type 04
Rate	Type 10 . 00
Hours	Change the + (plus sign) to - (minus sign) and type 4
Ind	Type R



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00                       PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00                       COMP-LV-BAL-REL-OBSER  +0020.00
>REG-CUR-COMP-BAL<        +0000.00                       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 -004.00 R      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT              ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD          PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 40: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Earned)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.
4. Type **E** in the Ind field to reduce the balance.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00                       PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00                       COMP-LV-BAL-REL-OBSER  +0020.00
>REG-CUR-COMP-BAL<        +0000.00                       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 -004.00 E      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT              ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD          PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 41: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Earned)



5. Press **Enter**. The Comp-Lv-Bal-Rel-Obsv field displays 16 hours.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00        LEAVE-USED-RELIG-OBSER-YTD +004.00
* USED-YTD                 +0000.00        COMP-LV-BAL-REL-OBSER  +0016.00
>REG-CUR-COMP-BAL<        +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 42: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Earned)

Compensatory Time Travel Used (Example 9)

In Pay Period 04 of 2009, the employee used 1 hour of Compensatory Time Travel. The Travel-Comp-Bal is reduced by 1 hour.

Note: You can only have one Compensatory Travel Rate Record per pay period.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0004.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00        COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<        +0005.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +005.00      09 01 00.00 +004.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 43: Comp Leave & Comp-Oth-Rt Screen (Before Decreasing Compensatory Time Travel Used)



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<      LAST-UPDATE BY:
ERROR-CODE                 0                                +0003.00
FORFEITED                  +0000.00          PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00          PRIOR-YR-BAL2    +0000.00
* USED-YTD                 +0000.00          LEAVE-USED-RELIG-OBSER-YTD  +0000.00
>REG-CUR-COMP-BAL<       +0005.00          COMP-LV-BAL-REL-OBSER      +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
09 01 10.00 +005.00  09 01 00.00 +003.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 44: Comp Leave & Comp-Oth-Rt Screen (After Decreasing Compensatory Time Travel Used)

Compensatory Time Travel Earned (Example 10)

In Pay Period 4 of 2009, the employee earned 1 hour of Compensatory Time Travel. The Travel-Comp-Bal is increased by 1 hour after TINQ is updated.

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05

                                >TRAVEL-COMP-BAL<      LAST-UPDATE BY:
ERROR-CODE                 0                                +0003.00
FORFEITED                  +0000.00          PRIOR-YR-BAL      +0000.00
* EARNED-YTD               +0000.00          PRIOR-YR-BAL2    +0000.00
* USED-YTD                 +0000.00          LEAVE-USED-RELIG-OBSER-YTD  +0000.00
>REG-CUR-COMP-BAL<       +0005.00          COMP-LV-BAL-REL-OBSER      +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
09 01 10.00 +005.00  09 01 00.00 +003.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 45: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Time Travel Earned)



```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                     * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0004.00
ERROR-CODE                   0          PRIOR-YR-BAL          +0000.00
FORFEITED                    +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                 +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                   +0000.00   COMP-LV-BAL-REL-OBSER    +0000.00
>REG-CUR-COMP-BAL<          +0005.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +005.00    09 01 00.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
  
```

Figure 46: Comp Leave & Comp-Oth-Rt Screen (After Increasing Compensatory Time Travel Earned)

Home Shore Leave

Home Shore Leave is Program 06 on the TINQ menu. This program is used for employees in service abroad (home leave) or assigned extended duties on an oceangoing vessel (shore leave). Shore leave is applicable to the Department of Commerce only.

To Use the Home Shore Leave Program:

1. To select this program, at the TINQ menu, type **06** at the *Please Enter Selection* prompt.



2. Press **Enter**. The Home Shore Leave screen is displayed.

```

TI006                      HOME SHORE LEAVE                      DATE: XX/XX/XX
DB 85                      TIME: 15350261
SSNO:
AGENCY:                      LAST UPDATE BY:
SCREEN OPT: 06

HOME-LV-CURRENT-BAL        +0000.00    SHORE-LV-CURRENT-BAL        +0000.00
HOME-LV-CARRYOVER-BAL     +0000.00    SHORE-LV-CARRYOVER-BAL     +0000.00
HOME-LV-USED-YTD          +0000.00    SHORE-LV-USED-YTD          +0000.00
HOME-LV-ACCRUALS-YTD      +000        SHORE-LV-ACCRUALS-YTD      +000
ANNL-45-DAY-CARRY         +0000.00
ANNL-45-DAY-CODE

HOME-SHORE-LV RECORD ADDED

----- RESPONSES -----
PF1 = MENU                      ENTER = INQUIRE/UPDATE                      CLEAR = EXIT
    
```

Figure 47: Home Shore Leave Screen

3. To view, modify, or add a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Home Shore Leave record for the Social Security number entered is displayed.
5. Complete the Agency field.

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.
7. Complete the fields as follows:

Field	Instruction/Description
Screen Opt	System-generated program number 06 . Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	Identification number of the last person to update the leave data.

8. To modify or add a record, complete the applicable fields as follows:



Field	Description
Home-Lv-Current-Bal	System-generated field indicating the number of hours of home leave to the credit of the employee as of the current (or prior) pay period (depending on the time of the pay period processing) of the current year.
Shore-Lv-Current-Bal	System-generated field indicating the number of hours of shore leave to the credit of the employee as of the current (or prior) pay period (depending on the time of the pay period processing) of the current year.
Home-Lv-Carryover-Bal	Number of hours home leave carried forward from the previous year.
Shore-Lv-Carryover-Bal	Number of hours of shore leave carried forward from the previous year.
Home-Lv-Used-YTD	Total number of home leave hours used during the current leave year.
Shore-Lv-Used-YTD	Total number of shore leave hours used in the current leave year.
Home-Lv-Accruals-YTD	Total number of home leave earned during the current leave year. Employees may earn 5 , 10 , or 15 days for each 12 months of service abroad. Leave is credited in multiples of 1 day.
Shore-Lv-Accruals-YTD	Number of shore leave hours earned in the current year. Shore leave is earned without limitation, at the rate of 1 day for each 15 calendar days on one or more extended voyages. An extended voyage must be for 7 or more calendar days in duration.
Ann-45-Day-Carry	Balance of annual leave hours accumulated by an employee who is being transferred back to the United States from a foreign post if the number of hours is greater than 240 and less than or equal to 360 . If a balance exists, it remains in the employee's record until the end of the leave year. This field is used to determine the employee's leave ceiling for the following leave year and is then zeroed out.
Ann-45-Day-Code	Code used to determine whether the employee is entitled to the 360 -hour or 45 -day maximum ceiling for annual leave. Valid values are Y (yes) or N (no) to indicate whether or not the employee is entitled to carry forward from one leave year to another a maximum of 45 days of annual leave.

9. After entering the data, press **Enter**. The Home Shore Leave record is updated. The Last Update By field displays the identification number of the last person to update the leave data.
10. To access another record, enter the Social Security number directly over the one displayed.
11. Press **Enter**.
12. To access another program, enter the program number in the Screen Opt field.
13. Press **Enter**.



Annual Leave Restored

Annual Leave Restored is Program 07 on the TINQ menu. This program is used to query, modify, or add records to restore annual leave that was forfeited by an employee because of public exigency, sickness, or administrative error. This program is also updated when data is entered in Entry, Processing, Inquiry, and Correction System (EPIC) on a Restored Annual Leave Document.

To Use the Annual Leave Restored Program:

1. To select this program, at the TINQ menu, type **07** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Annual Leave Restored screen is displayed.

```

TI007                ANNUAL LEAVE RESTORED                DATE: XX/XX/XX
DB 85                TIME: 15352536
SSNO:
AGENCY:                LAST UPDATE BY:
SCREEN OPT: 07        EXCEED MAX IND:

REST-YEAR            00
REST-HRS             +000.00  *****
* LEAVE
* YR 09  :3 YRS REMAINING TO USE REST-HRS *
REST-YEAR            00      * YR 08  :2 YRS REMAINING TO USE REST-HRS *
REST-HRS             +000.00 * YR 07  :1 YR REMAINING TO USE REST-HRS *
*
REST-YEAR            00      *
REST-HRS             +000.00 *****
REST-FORFEITED      +000.00

ANN-LV-REST RECORD ADDED
-----
PF1 = MENU                RESPONSES                CLEAR = EXIT
ENTER = INQUIRE/UPDATE
    
```

Figure 48: Annual Leave Restored Screen

3. To query, modify, or add a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Annual Leave Restored record for the Social Security number entered is displayed.
5. Complete the Agency field.

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.



6. Press **Enter**. The data changes to the selected Agency data.
7. Complete the Screen Opt field.

Field	Instruction/Description
Screen Opt	System-generated program number 07 . Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated data in this field. This field indicates the identification number of the last person to update the leave data.

8. To modify or add a record, complete the applicable fields as follows:

Field	Description
Exceed Max Ind	"Yes", in this field denotes that the employee can restore more than the maximum amount of hours accrued for the year. There are three sets of Rest-Year and Rest-Hrs fields. The message board on the screen displays the amount of time remaining to use the restored annual leave.
Rest-Year	Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period in which the restored leave should be scheduled and used, or otherwise forfeited. <u>Note: TINQ does not allow entry of the current year. Use EPIC Web, EmpowHR, or your Agency's front-end system (Document type 165) to add, change, or delete restored annual leave hours for prior years.</u> Do not enter the same year in more than one Rest-Year field.
Rest-Hrs	Total number of annual leave restored hours.
Rest-Forfeited	Number of annual leave restored hours which have been forfeited.

9. After entering the data, press **Enter**. The Annual Leave Restored record is updated. The Last Update By displays the identification number of the last person to update the leave data.
10. To access another record, enter the Social Security number directly over the one displayed.
11. Press **Enter**.
12. To access another program, enter the program number in the Screen Opt field.
13. Press **Enter**.



Time-Off Awards

Time Off Awards is Program 08 on the TINQ menu. This program is used only to modify time off hours **used** or query time off records that have already been added through EPIC. It cannot be used to add time off hours granted to an employee.

To Use the Time Off Awards Program:

1. To select this program, at the TINQ menu, enter **08** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Total Time Off & Time Off Awards screen is displayed.

```

TI008 DB 0061                TOTAL TIME OFF          DATE: XX/XX/XX
SSN:                        & TIME OFF AWARDS        TIME: 13141283
AGENCY:                      TOTAL TIME OFF          PAGE: 0001
SCREEN OPT: 08              TOTAL-TIME-OFF-HOURS  +000.00

                                TIME OFF AWARDS
YR  PP  HOURS  USED  BALANCE  FORFEIT  CHANGE ID  CHANGE DATE

-----
                                RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 49: Total Time Off & Time Off Awards Screen

3. To modify or query a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Total Time Off & Time Off Awards record for the selected Social Security number is displayed showing data from the employee's T&A or personnel action, as applicable.
5. Complete the Agency field:

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.



7. Complete the fields as follows:

Field	Instruction/Description
Page	System-generated program page number. If the record contains more than one page, press PF8 to scroll forward or press PF7 to scroll backward.
Screen Opt	System-generated program number 08 . Complete this field with the next program desired after all changes and/or additions are made.
Total Time Off Hours	System-generated field indicating the total time off hours available.
Yr	System-generated field indicating the year the time off award was granted.
PP	System-generated field indicating the pay period the time off award was granted.
Hours	System-generated field indicating the number of time off hours granted for the pay period shown.
Used	System-generated field indicating the number of time off award hours used for the pay period number shown. This is the only field than can be changed. If changing this field, type the correct number of hours. <u>Note: When canceling an award, do not update TINQ Program 08 before entering the cancelation action.</u>
Balance	System-generated field based on changes made to the Used field.
Forfeit	System-generated field indicating the hours forfeited. <u>Note: Time off award hours are forfeited if not used within one year.</u>
Change ID	System-generated field indicating the user ID of the last person to update the time off award.
Change Date	System-generated field indicating the date that the last change was made to an employee's time off record.

8. After entering the data, press **Enter**. The modified Total Time Off & Time Off Awards record is displayed.
9. To access another record, enter the Social Security number directly over the one displayed.
10. Press **Enter**.
11. To access another program, enter the program number in the Screen Opt field.



12. Press **Enter**.

Audit Trail of Leave Updates

Audit Trail of Leave Updates is Program 09 on the TINQ menu. This program lists changes made to an employee's leave record in TINQ.

Note: The Update By User-ID field only displays changes made in TINQ by the user. Other updates do not appear in this program.

To Use the Audit Trail of Leave Updates Program:

1. To select this program, at TINQ menus, enter **09** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Audit Trail of Leave Updates screen is displayed.

```

TI009                      AUDIT TRAIL OF LEAVE UPDATES          DATE: XX/XX/XX
DB: 85                      PAGE: 0001
SSNO:
AGENCY:
SCREEN OPT: 09

UPDATE BY  ON   AT          FOR
USER-ID   DATE  TIME      DESCRIPTION          OLD DATA  NEW DATA

-----
PLEASE ENTER SSNO AND AGENCY
-----
ENTER = INQUIRE  CLEAR = EXIT  PF1 = MENU  PF7 = BACKWARD  PF8 = FORWARD
PF5 = REFRESH/ENTER NEW SSNO
    
```

Figure 50: Audit Trail of Leave Updates Screen

3. To query a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Complete the Agency field.

Field	Instruction
Agency	Type the employee's Agency code.

5. Press **Enter**. The data changes to the selected Agency data.



6. Complete the fields as follows:

Field	Instruction/Description
Screen Opt	System-generated program number 09. Complete this field with the next program desired after all changes and/or additions are made.
Page	System-generated field requiring no action.

7. Press **Enter**.

All changes made to the employee's leave record(s) are listed in descending chronological order. The changes, however, are not available for viewing until after PAYE runs.

Data in this list includes the following:

- Update By User-ID
- On Date
- At Time
- For Description
- Old Data
- New Data

8. To access another record, press **PF5**, enter the Social Security number and Agency code.

9. Press **Enter**.

10. To access another program, enter the program number in the Screen Opt field.

11. Press **Enter**.

12. To scroll backward to the previous page, press **PF7**.

13. To scroll forward to the next page, press **PF8**.



Appendix

This section includes the following topics:

TINQ Edit Messages67

TINQ Edit Messages

Description

Error With Audit-EP Store, Call Customer Support

Error Reading Audit-EP Rec, Call Customer Support

Error on Audit Record, (Audit-Element-Num), Call Customer Support

Access Denied, Available Agency = _____

Security Denied Access

Security Denied Access, Check Agency

Not Employee of Requested Agency

Error on Salary Duplicate, Call Customer Support

Error on Audit Calc In Include, Call Customer Support

SSNO Not on Data Base #1

SSNO Not on Data Base #2

No Fields Were Changed

Please Correct Highlighted Fields

Correct Highlighted Fields, Fraction Must = 00, 25, 50, 75

SSNO Must Be Numeric

DB Error on Salary Calc, Call Customer Support

Ann-Sick-Lv Record Not Present, Call Customer Support

Error on Find Ann-Sick-Lv, Call Customer Support



Fraction Hours Must = 00, 25, 50, 75

Please Enter Numeric Task Number

Please Enter Your Selection

Error on Obtain Ann-Sick-Lv, Call Customer Support

No AWOP Record, Type Data & Enter to Add

Error on Obtain AWOP, Call Customer Support

No Susp-Lv Record, Type Data & Enter to Add

Error on Obtain Susp-Lv, Call Customer Support

No Mil-Lv Record, Type Data & Enter to Add

Error on Obtain Mil-Lv, Call Customer Support

Unable to Add Comp-Lv Record, Call Customer Support

Error on Obtain Comp-Lv, Call Customer Support

No Home-Shore-Lv Record, Type Data & Enter to Add

Error on Obtain Home-Shore-Lv, Call Customer Support

No-Ann-Lv-Rest Record, Type Data & Enter to Add

Error on Obtain Ann-Lv-Rest-Record, Call Customer Support

Ann-Lv Change Not Allowed; Separation & Lump Sum Paid; No Fields Updated

Cannot Add Ann-Sick-Lv Record, Call Customer Support

Ann-Sick-Lv Record Updated

Problem With Ann-Sick-Lv Modify, Call Customer Support

Please Correct Highlighted Field, Fraction Must = 00, 25, 50, 75

Not Approved Leave Recipient, (TI-Annual-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

Not Approved Leave Recipient, (TI-Sick-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

(TI-Annual-Leave-Used-YTD), Exceeds Max Hours of 2080

(TI-Sick-Leave-Used-YTD), Exceeds Max Hours of 2080



(TI-Credit Hrs-Current Bal), Exceeds 24 Hour Maximum

Access Denied, Available Agency = "XX"

Must Be 0, 1, or 2

Leave Types Are A=AWOL, L=LWOP, S=Suspension

AWOP Record Updated

Rate Records Balanced

AWOP Record Added

Unable to Add AWOP Record, Call Customer Support

Invalid Month, Re-Enter

Invalid Year, Re-Enter

Invalid Day, Re-Enter

Unable to Obtain Owner Record, Call Customer Support

Unable to Modify Owner Record, Call Customer Support

Susp-Lv Record Updated

Problem With Susp-Lv Modify, Call Customer Support

Susp-Lv Record Added

Unable to Add Susp-Lv Record, Call Customer Support

Mil-Lv Record Updated

Problem With Mil-Lv Modify, Call Customer Support

Mil-Lv Record Added

Unable to Add Mil-Lv Record, Call Customer Support

Max Hours = 288 (Including Carryover Days), Please Re-Enter

Max Hours = 240 (Including Carryover Days), Please Re-Enter

Max Hours = 144 (Including Carryover Days), Please Re-Enter

Max Hours = 120 (Including Carryover Days), Please Re-Enter



(Military-Lv-Days-YTD-Reg) Exceeds 36 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 30 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 18 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 15 Day Maximum

(Military-Lv-Hrs-YTD-Emeg) Exceeds Maximum Allowed

(Military-Lv-Hrs-YTD-Emeg) Exceeds 176 Hr Maximum

(Military-Lv-Hrs-PP-Emeg) Exceeds 80 Hr Maximum

(Military-Leave-Carryover) Exceeds 18 Day Maximum

(Military-Leave-Carryover) Exceeds 15 Day Maximum

(Military-Lv-Days-Prior-Yr) Exceeds 18 Day Maximum

(Military-Lv-Days-Prior-Yr) Exceeds 15 Day Maximum

Comp-Oth-Rt Record Added

Comp-Lv and Comp-Oth-Rt Adjusted

Comp-Oth-Rt Record Updated

Comp-Lv Record Updated

Call Programmer, Database Error

Error on Obtain Comp-Lv, Call Customer Support

Unable to Read Table-28, Call Customer Support

Comp-Lv-Bal Exists Without Rate Recs, Add Rate Rec or Press Enter To Balance

No Rate Records, Type Data to Add

Current Comp-Lv Not in Balance, Press Enter if Balance Is Desired

Current Comp-Lv Not in Balance, Press Enter if Balance Is Desired - 1

Prior-1 Comp-Lv Not in Balance, Press Enter if Balance Desired

Prior-2 Comp-Lv Not in Balance, Press Enter if Balance Desired

***** Press Enter to Balance Rate Records *****



***** Press Enter to Balance Comp Leave *****

Press PF8 to See More Records or PF5 to Enter New SSNO

No More Records, PF5 to Enter New SSNO

Cannot Modify This Record, Call Customer Support

DB-Error on Comp-Oth-Rt Modify, Call Customer Support

Neg Earned Not Allowed, Press Enter to Reduce Used-YTD

Record has Been Balanced and Updated

DB-Error on Comp-Lv Modify, Call Customer Support

Lost Currency

Press PF7/PF8 to Page Backward/Forward

Numerics Only, Please Re-Enter

Maximum No. of Rate Records, Call Customer Support

Zero This Record and Enter Rate Record On Line Above

Current Calendar Year Rate Records Cannot Be Entered Until February

216 Rate Records Is the Maximum, Call Customer Support

Please Enter Valid Year

Please Enter Valid PP

Please Enter Correct Rate

Ind Cannot Be Added to Existing Record, Add New Record

Enter "E" for Religious Earned. "T" for Religious Used

Indicator Must Be F, U, R, or Space

Religious or Used Leave Must Be Current Year

Top of Data Reached, Press PF5 to Enter New SSNO

PF7 to return to Page 1 or PF5 to Enter New SSNO

No More Pages for (SSNO), PF5 to Enter New SSNO



End of Data, PF7 to Page Backward

Year Change Not Allowed, Create New Rate Record

Year Out of Range, Call Customer Support

Ind Must Be Space When Modifying Rcd

Negative Hours Not Allowed for Prior Years

Negatives Not Allowed, Reduce Comp-Oth-Rt Hours

Year in Error, Only 3 Years Allowed

Must Enter Hours to Store Record

Negative Hours Not Allowed, Reduce Existing Record

Negative Hours Not Allowed

Invalid Pay Period, Please Correct

Maximum Two Rate Records Per PP Per Year

Maximum 256 Hours Per PP Per Year

Negative Used Hours Not Allowed

Negative Used or Balance Hours Not Allowed

Used Cannot Exceed Current Balance

Negative Used or Balance Hours Not Allowed

Forfeited Hours Exceed Current Balance, Re-Enter

Forfeited Balance Less Than Hour Amount

Hours Forfeited Exceed Available Balance

Problem With Comp-Oth-Rt Modify, Call Customer Support

Unable to Add Comp-Oth Rt Record, Call Customer Support

DB-Error on Comp-Lv-1 Modify, Call Customer Support

DB-Error on Ann-Sick-Lv Modify, Call Customer Support

Negative Home-Lv-Current-Bal Not Allowed, Re-Enter Appropriate Field



45 Day Code Must = Y or N

Negative Shore-Lv-Current-Bal Not Allowed, Re-Enter Appropriate Field

Home-Shore-Lv Record Updated

Problem With Home-Shore-Lv Modify, Call Customer Support

Home-Shore-Lv Record Added

Unable to Add Home-Shore-Lv Record, Call Customer Support

Max Hours = 360 for Newly Established Record

Error on Obtain Home-Shore-Lv, Call Customer Support

To Exceed Max Hours to Be Restored, Enter "Yes" at Ind

Ann-Lv-Rest Record Updated

Problem With Ann-Lv-Rest Modify, Call Customer Support

Ann-Lv Rest Record Added

Unable to Add Ann-Lv-Rest Record, Call Customer Support

Please Enter Year for Restored Hours

Cannot Restore Hours for Current or Future Year

Cannot Restore Hours Past 3 Years

Duplicate Years Not Valid, Re-Enter

Please Enter Hours to Be Restored

Exceeds Max Hours Allowed, Re-Enter

Hours Exceed Max, if You Wish to, Mark Max Ind With Yes

(Ann-Lv Restored-Forfeited) Exceeds Maximum Hours

Error on Obtain Ann-Lv-Rest, Call Customer Support

Total-Time-Off Record Not Present, Must Be Established With 50 Documentation

Error on Find Total-Time-Off, Call Customer Support

No Time-Off-Awards for This Employee



No More Records for This Employee

PF8 to See More Records

PF7 to Return to Page 1 or PF5 to Enter New SSNO

No More Pages for (SSNO), Press PF5 to Enter New SSNO

Problem With Time-Off-Award Modify, Call Customer Support

Problem With Total-Time-Off Modify, Call Customer Support

Award Hours Have Been Used

Negatives Not Allowed

Award Time Has Expired 1

Award time Has Expired 2

Used Hours Exceed Available Hours

Please Use Balance of Previous Award

No Fields Changed

Please Enter SSNO and Agency



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