



# Time and Attendance Instructions (TNAINST)



PUBLICATION CATEGORY  
T&A Processing

PROCEDURE MANUAL  
Time and Attendance Instructions





## Latest Update Information

The following changes have been made to the TNAINST procedure:

Section	Description of Change
<b>TNAINST Procedure Manual</b>	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.
<b>Appendix C. Transaction Code Instructions</b>	New Transaction codes added according to Border Patrol Agent Pay Reform Act (BPAPRA). New Transaction codes added according to Wounded Warriors Federal Leave Act of 2015.





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## Overview

The Time and Attendance Instructions (TNAINST) procedure provides instructions and reference information for (1) timekeepers to record time in pay status, paid leave, and leave without pay (LWOP) and (2) supervisors to certify that the data recorded by the timekeeper is accurate. It also incorporates timekeeping requirements specified by the Government Accountability Office (GAO) Policy and Procedures Manual and Title 5 of the Code of Federal Regulations (5 CFR) Parts 1-699 and the Fair Labor Standards Act (FLSA).

This procedure uses examples based on the Time and Attendance (T&A) Reporting System developed, maintained, and operated by the National Finance Center (NFC), System for Time and Attendance Reporting (STAR)

Agencies using another entry program (e.g., webTA and Paycheck8) may use this procedure as a reference for the fundamental reporting requirements for NFC's processing specifications.

This section includes the following topics:

<b>T&amp;A Collection and Submission Process</b> .....	<b>3</b>
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<b>Research Tools</b> .....	<b>5</b>
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## T&A Collection and Submission Process

At the end of each pay period, a T&A(s) for each employee is prepared, certified, and transmitted to NFC for processing. T&As are initially processed through the T&A Validation System (TIME), which reads, collects, edits, audits, and validates the data for payment. If errors are encountered, the T&A is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, it is then processed through the Payroll Computation System (PAYE). Using the data from the T&A and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments from the Adjustment Processing System (ADJP), develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an Earnings and Leave (E&L) Statement each pay period for employees who had T&A(s) processed. The E&L Statement reflects the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

Timely receipt of T&As by NFC is very important since it impacts the employee's pay. T&As should be completed as soon as possible and transmitted to NFC no later than the close of business on Tuesday following the last day of the pay period.



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Note: T&As not received in time to be processed in the last payroll schedule will be processed during the first schedule of the following pay period.

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## Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle is the timeframe during which Agencies record and transmit employee payroll/personnel data to NFC for processing through the Payroll/Personnel System (PPS). The cycle runs for a 2-week pay period. The payroll/personnel cycle consists of:

- Entry, transmission, and correction of payroll/personnel data by the Agency.
- Entry and transmission of T&A data by the Agency.
- Correction of T&As by NFC.
- Processing of this data by NFC.

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Note: Front-end edits are performed in STAR and a variety of other Agency entry programs used by NFC customers, and must be corrected before transmission. At the end of the pay period, Agencies transmit T&A transactions to NFC for processing and begin recording transactions for the next pay period.

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The Payroll/Personnel Processing Cycle is illustrated below. This particular sample diagram illustrates the daily processing of the payroll/personnel transactions which revolves around a 2-week cycle. Listed below are the symbols and descriptions to the Payroll/Personnel Processing Cycle.

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Note: The official payday is the second Thursday of the following pay period.

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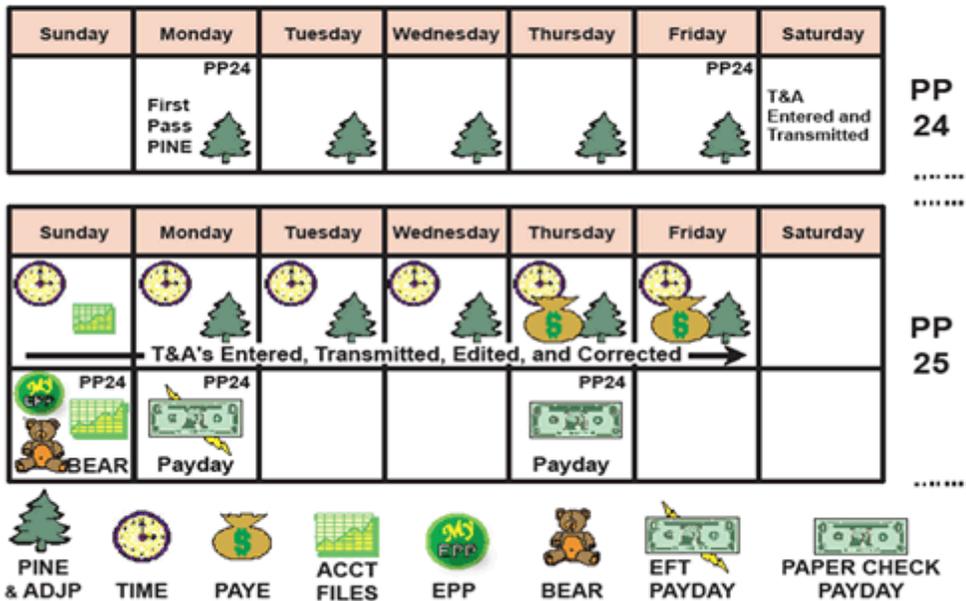
Symbol	Description
 <b>PINE</b>	<p>Payroll/Personnel transactions are processed through the Personnel Input and Edit System (PINE) every Monday through Friday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period.</p> <hr/> <p>Note: These transactions must be entered before the first pass of the Payroll Computation System (PAYE) which is the first Thursday or Friday of the following pay period.</p> <hr/>
 <b>TIME</b>	<p>Time and Attendance (T&amp;A) Reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through the first Friday of the following pay period.</p> <hr/> <p>Note: All T&amp;As should be transmitted to the National Finance Center (NFC)</p> <hr/>



Symbol	Description
	<u>no later than the Tuesday following the last day of the pay period.</u>
<b>PAYE</b>	PAYE is processed on the first Thursday and Friday.
<b>BEAR</b>	Bi-Weekly Examination Analysis and Reporting System (BEAR) processes on the second Sunday of the pay period.
<b>DD/EFT</b>	Direct Deposit/Electronic Funds Transfer (DD/EFT) settlement date is the second Monday of the following pay period.
<b>Paper Check</b>	Paper Check date is the second Monday of the following pay period.

**Equation 1: Payroll/Personnel Processing Cycle**

## Payroll/Personnel Processing Cycle



## Research Tools

Several tools are available to aid in the research needed to submit T&As in a timely manner and ensure that T&As have been received by NFC. NFC provides Agencies with several payroll-related reports. Agencies may obtain reports through the Payroll/Personnel Report Generator System (CULPRPT), Focus Reporting System (FOCUS), Insight, and the Reporting Center. Updates to the Payroll/Personnel database are displayed in the Employee Personal Page



(EPP), Information/Research Inquiry System (IRIS), Payroll/Personnel Inquiry System (PINQ), and the Reporting Center.

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Note: It is important to remember that many timekeepers do not have access to all of the research tools referenced. Therefore, coordination between timekeepers and human resource (HR) staff is necessary to ensure that T&As are submitted timely.

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#### **AECO Report 3901, Annual Leave Status Report of Leave To Be Taken**

Review this report to determine the projected number of annual leave hours an employee has in excess of the maximum carryover. This leave can be used, lost, or restored by the end of the leave year.

#### **BEAR Report 2001, Notification of Change in Earned Annual Leave Status**

Review this report for a list of employees who are projected to change annual leave categories within the next 2 pay periods.

#### **Confirmation Report**

Review this report to ensure that all T&As were successfully transmitted. After the transmission of T&As, this report is generated to the destination identified in the job control language (JCL).

#### **CULPRPT Report P0013, Active Full/Part-Time Employees-T&As Not Received by NFC**

Review this report to verify that there are no outstanding T&As to be transmitted. This report is updated after each pass of TIME. Agency staff responsible for monitoring T&As should run the report after each pass on Wednesday and Thursday of PAYE week.

#### **CULPRPT Report P0053, Error Analysis by T&A**

Review this report for a list of employees whose annual, sick, or compensatory time balances as submitted on the T&A do not match the Payroll/Personnel database. An employee's leave balance may be checked on IRIS Programs IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rate; IR140, Nonpay Leave; and IR143, Time Off Award Data. This report is available every pay period.

#### **CULPRPT Report P0099, Error Analysis for T&A Processing**

Review this report to determine if there are any T&As that are in suspense because a payroll document or a personnel action has not been processed. This report should be run after T&A transmission beginning the first Monday of the pay period and run each day thereafter until PAYE runs.



### **CULPRPT Report P0149, T&A Reject Percentage Report by Agency (Cumulative)**

Review this report for statistical information regarding the number of T&As transmitted, the number of valid T&As, the number of T&As rejected, and the percentage of T&As rejected. This report includes Agency and year-to-date totals.

### **CULPRPT Report P0152, Leave Error Report**

Review this report for statistical information regarding the number of T&As transmitted, the number of valid T&As, the number of T&As rejected, and the percentage of T&As rejected. This report is displayed by T&A Contact Point. This report is available through the Reporting Center.

### **PAYE Report 8501, Premium Pay and Leave Report**

Review this report for a total of premium pay earned and leave taken for the pay period for each employee. An employee's leave balance may be checked on IRIS Programs IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rate; IR140, Nonpay Leave; and IR143, Time Off Award Data.

### **PAYE Report 8502, Premium Pay and Leave Report**

Review this report for summary data on premium pay earned and leave taken for the pay period. This report is displayed by organizational structure. An employee's leave balance may be checked on IRIS Programs IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rate; IR140, Nonpay Leave; and IR143, Time Off Award Data.

### **PINQ Programs PQ023, T&A History and/or PQ025, T&A Extensions**

Review these programs to ensure that T&As have been applied to the database. These programs should be viewed at least 1 day following T&A transmission beginning the first Monday of the pay period to ensure that T&As have been applied to the database.

### **TIME Report 3201, Error Analysis by Contact Point**

Review this report for a list of all T&As that were rejected by TIME and why they were rejected.

### **TIME Report 3202, Error Analysis by Personnel Office Identifier**

Review this report for a count of T&As submitted. This report also provides a list of TIME Edit Error Messages generated for the pay period. A list of all T&As for a T&A transmitter is displayed on the system used by your Agency.

### **TIME Report 4004, Leave Error Report**

Review this report for a list of employees whose annual, sick, compensatory time balances, or military leave balances as submitted on the T&A do not match the Payroll/Personnel database. An employee's leave balance may be checked on IRIS Programs IR136, Annual/Sick Leave;



IR138, Other Leave; IR139, Compensatory Leave and Rate; IR140, Nonpay Leave; and IR143, Time Off Award Data. This report is available through the Reporting Center.

## Related Systems

Systems that are utilized by the T&A process are described below:

### **Information/Research Inquiry System (IRIS)**

IRIS is used as a tool for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 25 pay periods of current data, historical personnel data beginning with fiscal year 1991, and certain payroll document history.

### **Insight**

Insight's integrated data warehouse enables users to build reports and dashboards with data from the following sources:

- Administrative Billings and Collections System (ABCO)
- EmpowHR
- Payroll Accounting System (PACS)
- Personnel
- Salary
- Pay Data
- Personnel History Information System (PERHIS)
- Position Management System Online (PMSO)
- Table Management System (TMGT)

### **Management Account Structure Codes System (MASC)**

MASC is composed of tables and accounting codes. The accounting codes entered in Agencies T&A systems are edited against MASC.

### **Paycheck8**

Paycheck8 is a Web-based, Time and Attendance (T&A) application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. This application permits T&A information to be entered, verified, electronically certified, and submitted for processing to a centralized PPS.



### **Payroll Computation System (PAYE)**

Using the data entered in your Agency T&A system and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from ADJP, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

### **Payroll/Personnel Inquiry System (PINQ)**

PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered, transmitted, and received through NFC's and Agencies' T&A systems are displayed in PINQ after it passes the TIME edits.

### **Payroll/Personnel Report Generator System (CULPRPT)**

CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff of missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

### **Reporting Center**

The Reporting Center is a Web-based reporting tool that provides a secured and valid method of obtaining sensitive and nonsensitive information in an electronic environment.

### **System for Time and Attendance Reporting (STAR)**

A Web-based system used to prepare T&A data, perform preliminary edits, and submit to NFC for processing.

### **Statement of Earnings and Leave (EARN)**

EARN is an inquiry system that displays the employee's biweekly earnings minus any deductions. Data entered in Agencies' T&A systems are displayed in EARN after the second pass of PAYE executes.

### **T&A Validation System (TIME)**

The secondary editing of T&As entered in Agencies' T&A systems against mainframe data is accomplished through TIME. TIME reads, collects, edits, audits, and validates the data for payment. Any errors encountered are reflected on an error list (CULPRPT P0053), and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.



### **Table Management System (TMGT)**

TMGT is an online system that contains valid values and descriptions for selected data elements used in PPS. TMGT allows individuals to query, update, request reports, and view data. TIME validates transaction codes (TC), contact points, etc., against tables in TMGT.

### **Time Inquiry - Leave Update System (TINQ)**

TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&As. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program, the Voluntary Leave Bank Program, or the Emergency Leave Bank Program.

### **webTA**

webTA is a Web-based application that was specifically designed to support the Federal workforce time and attendance process and provides employees with an online, easy-to-use process with numerous capabilities for efficiently managing timekeeping tasks.

## **Responsibilities**

The employee, timekeeper, supervisor, HR staff, and NFC share the responsibility of T&A reporting and processing.

### **Employee**

- Informs the supervisor of his/her work hours and leave daily.
- Provides supporting documents; e.g., leave applications, certificates of attendance for jury duty and military leave.
- Verifies the data on the T&A.
- Validates T&A.

### **Timekeeper (Daily Duties)**

- Reviews leave applications and obtains information as needed from the employee's supervisor.
- Maintains supporting documentation with the T&A. In compliance with General Records Schedule-2 and GAO audit requirements, Agencies must maintain the certified T&A (e.g., printout and worksheet) and all appropriate supporting documentation for a 6-year period.



### **Timekeeper (End-of-Pay Period Duties)**

- Records the presence or absence of all employees. This information is provided by the supervisor and may include sign-in/out sheets, timeclock reports, or other methods as directed by the Agency.
- Records the hours of work, leave, and nonpay status/LWOP for each employee in compliance with GAO Title VI regulations. This may include, depending on Agency requirements, completing a daily timecard and/or a daily entry on the T&A worksheet. Maintaining accurate records for the leave information is just as important as accurately recording time worked.
- Completes, reviews, and certifies that the T&A is accurate. Provides the completed T&A to the employee and supervisor for review and certification.
- Transmits the T&A data to NFC no later than the Tuesday following the last day of the pay period, or provides the transmission file to the designated person.
- Verifies confirmation report to ensure the number of T&A records for the pay period were received.

### **Timekeeper (Other Duties)**

- Verifies information transmitted to NFC when the T&A does not pass TIME edits. NFC makes the corrections but may require additional information from the timekeeper.
- Prepares a corrected T&A when an error occurs on a previously processed T&A.
- Maintains additional records, as directed by Agency policy, to keep track of restored annual leave balances, expert and consultant time, credit hours, continuation of pay, religious compensatory time, appointment limitations (hours, days, monetary limitations, and not-to-exceed dates), leave recipient, etc.
- Prepares T&As for an employee detailed to the unit.
- Provides for review/resolution of error(s) on reports.

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Note: Depending on Agency requirements, additional duties may be required of the timekeeper.

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### **Supervisor**

- Designates the timekeepers and alternates and ensures that they are properly trained in T&A reporting.
- Provides a copy of this procedure and updates to timekeepers and alternates.
- Understands the reporting requirements prescribed in this procedure and those of the Agency.
- Provides timekeepers and alternates with the personnel information that is necessary to complete the T&As (employee status, separations, retirements, overtime, tour of duty, leave status, etc.).



- Verifies the presence or absence of all employees and notifies the timekeeper. Attendance is verified by seeing the employee, sign-in/sign-out sheets, timeclock reports, or other methods as directed by the Agency.
- Ensures that T&As (along with timecards, leave applications, and other supporting documentation) are prepared and submitted each pay period for all employees in the area of responsibility.
- Reviews and certifies the T&As and supporting documentation. If discrepancies occur, returns the T&A to the timekeeper so that appropriate corrections can be made. The T&A must be reviewed again and certified after changes have been made.
- Ensures that T&As are submitted by close of business Tuesday following the last day of the pay period to enable payment within the processing cycle.
- Assists the timekeeper in determining the need for corrected T&A reporting.
- Reviews the payroll reports provided to ensure proper reporting.
- Ensures that all certified T&As and supporting documentation are maintained and accessible for audit purposes for 6 years.
- Executes reports as needed.

#### **Human Resources**

- Coordinates with the timekeeper and/or supervisor when preparing documentation that affects time and attendance.
- Executes CULPRPT reports as needed.

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Note: CULPRPT Report P0013, Active Full/Part-Time Employees - T&As Not Received By NFC, can be executed to obtain information about missing T&As. Some missing T&As may be due to recently entered personnel actions of which the timekeeper may not be aware (e.g., accessions and returning-to-duty from a nonpay status.)

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#### **NFC**

- Reviews TIME error messages and corrects the T&A. Contacts the Agency for assistance as necessary.
- Notifies the Agency of missing T&As.
- Processes T&A data within established timeframes.



## Special Processing

This section includes the following topics:

<b>Non-Automated Processing</b> .....	<b>13</b>
<b>Fiscal-Year Closing</b> .....	<b>15</b>
<b>Split T&amp;A Requirements</b> .....	<b>16</b>
<b>Calendar-Year Closing</b> .....	<b>17</b>
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<b>Annual Leave Accrual for the Ending Calendar Year</b> .....	<b>18</b>

## Non-Automated Processing

Some T&As require special handling and are paid manually. When a T&A requiring special handling is inadvertently entered in the system, it rejects provided the database is coded appropriately.

For more information see:

<b>T&amp;As Requiring Manual Processing</b> .....	<b>13</b>
<b>T&amp;A Submission Requirements</b> .....	<b>14</b>
<b>Leave Updates</b> .....	<b>14</b>

### ***T&As Requiring Manual Processing***

T&As requiring manual processing include those for:

- Cooperatively-controlled employees whose normal Federal salary is insufficient to cover the required deductions for fringe benefits.
- Employees who hold one appointment, but are paid at different rates of pay depending upon the type of work they perform. (This does not include Federal Wage System (FWS) employees paid at the shift rate.)
- Employees who are currently holding two appointments in the same Agency.
- Employees assigned to an overseas post of duty but have not arrived at their post (en-route, travel status, etc.).
- Employees assigned to one Agency or office but paid from the funds of another Agency or office.



- Emergency salary payments. If a newly gained employee suffers an economic hardship, an early salary payment may be made for any number of days the employee has worked during the initial pay period. In such cases, a split T&A is required and will be paid manually. For the timekeeper's role in initiating payment for this type of situation, see the Non-Automated Processing (NONAUTO) procedure manual located under the Manual Pay Processing publication category on the Publications page of the NFC Web site.
  - The first part of the split T&A must be submitted with (1) a memorandum requesting early payment because of employee need, (2) an accession action, and (3) related documents.
  - The second part of the split T&A should be submitted at the end of the pay period with a cover memorandum explaining that an emergency salary payment was made.
  - The first half of the split T&A is processed prior to the close of the pay period. The second half is processed when submitted to NFC.
- Late unprocessed T&As over five prior pay periods.

### ***T&A Submission Requirements***

Data to be manually entered may be submitted as T&A printouts; e.g., T&A; worksheets; and AD-343s, Payroll Action Requests. They should be grouped together and submitted with a colored sheet of paper marked Special Handling and addressed to:

National Finance Center, USDA  
Payroll Operations Branch  
P.O. Box 60000  
New Orleans, Louisiana 70160

This information can also be faxed to NFC. The main fax number for the Payroll Operations Branch is **504-426-9766**. However, you should use the fax number that is designated to be used by your Agency.

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Note: When T&A printouts are submitted, the T&A must not be transmitted with other T&As for payment.

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The preferred method for submitting manual payments is the Special Payroll Processing System (SPPS). This system allows Agencies to submit electronic transactions instead of mailing forms to NFC for manual processing.

### ***Leave Updates***

When an employee is paid manually, the Agency must use TINA to update the leave record for the pay period of the manually paid T&A.



Leave records do not have to be updated for T&As paid through SPPS.

## Fiscal-Year Closing

Each year the fiscal year ends on September 30. In most cases, the new fiscal year begins in the middle of a pay period. Therefore, special instructions are required to assure that obligations and accounting data are applied to the correct fiscal year. These instructions do not apply to the Federal Deposit Insurance Corporation (FDIC).

For more information see:

<b>Payroll Obligation Estimates .....</b>	<b>15</b>
<b>Accounting Data Distribution .....</b>	<b>15</b>
<b>Accounting Data Recorded on the T&amp;A Each Pay Period.....</b>	<b>16</b>

### ***Payroll Obligation Estimates***

Those Agencies having **payroll obligation estimates computed by NFC** use either:

- The actual cost for a specific previous pay period. (For example, if Pay Period 20 is the last pay period of the fiscal year, use payroll costs data for the appropriate pay period designated for estimated computations).

**OR**

- A percentage from a specific previous pay period's costs to estimate the current fiscal year costs. (For example, if Pay Period 20 is the last pay period of the fiscal year. The first Thursday is the last day of the ending fiscal year; the first Friday is the first day of the ensuing fiscal year. Forty percent of Pay Period 19 costs would be used for Pay Period 20 obligation estimates.)

### ***Accounting Data Distribution***

NFC does not prorate stored accounting across fiscal years for the Fiscal Year-End. Agencies should not use stored accounting in PP 19 and should instead prepare a single T&A distributing all time-in-pay status including premium pay for each line entry to the appropriate accounting data for both fiscal years. The entry in the Accounting Code field on the T&A should be **blank**. This will ensure accurate distribution of accounting charged between fiscal years. Agencies may resume using stored accounting in PP 20 by storing the new accounting via Code **1** in the Accounting Code field.



## **Accounting Data Recorded on the T&A Each Pay Period**

Agencies that normally enter accounting data on the T&A each pay period will prepare a single T&A. For each line of time in pay status, enter the accounting data for the ending and ensuing fiscal years. Do not complete the Accounting Data Usage Code field.

## **Split T&A Requirements**

A split T&A is required when:

- Regular military leave is used during the pay period in which the new fiscal year begins.
- U.S. Customs Service employees are coded in the database with Y in the Customs Officer's Pay Reform status field.

For additional split T&A completion instructions, see the STAR procedure, the webTA training manuals, or your Agency's entry system instruction. Also see ***Split T&A*** (on page 19) for a list of instances when a split T&A is required.

### **First T&A**

- Record the daily time for the ending fiscal year, include military leave, nonpay status, etc., through the last day of the ending fiscal year.
- Enter the last day of the fiscal year (i.e., **07** for day seven in the pay period) in the End Day field.
- Enter the number of regular military days used in the ending fiscal year in the Milr (Days) Used field.

### **Second T&A**

- Record the daily time for the new fiscal year, include military leave, nonpay status, etc., beginning with the first day of the new fiscal year.
- Enter the first day of the new fiscal year (i.e., **08** for day eight in the pay period) in the Begin Day field.
- Complete the Milr (Days) Used field if regular military leave was used in the new fiscal year.
- Complete the remainder of the T&A in the usual manner.

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Note: Leave data is recorded only on the second T&A.

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## Calendar-Year Closing

The leave year ends with the pay period following the last full pay period of the calendar year. The leave year usually encompasses 2 calendar years.

For more information see:

<b>Recording Emergency Military Leave and Nonpay Status Hours .....</b>	<b>17</b>
<b>Recording Compensatory Time.....</b>	<b>17</b>

### ***Recording Emergency Military Leave and Nonpay Status Hours***

A split T&A should be prepared to charge these types of leave to the appropriate calendar year whenever the calendar year ends on a day other than the beginning or end of a pay period. If a split T&A is not prepared, all emergency military leave and nonpay status from the entire pay period will be credited to the new leave year.

STAR resets nonpay status and emergency military leave balances to zero in Pay Period 01. Any emergency military leave taken in the new calendar must be reentered through STAR in Pay Period 01.

### ***Recording Compensatory Time***

The Agency compensatory leave policy determines if the compensatory time balances should be liquidated at the end of the leave year or carried forward to the new leave year. If the Agency policy is to carry forward compensatory time balances, the balances should be carried forward to the first pay period of the new leave year (i.e., Pay Period 01), as appropriate. If your T&A entry system zeros out compensatory time balances at the end of the leave year, you will have to reenter the balances in Pay Period 01. Use IRIS Program IR139, Compensatory Leave and Rate, and the TINQ Program TI005, Comp Leave & Comp-Oth-Rt, to verify compensatory leave data.

STAR allows Agencies to either carry over or reset compensatory time earned balances to zero in Pay Period 01. If Agencies opt to carry over the compensatory time earned balances to Pay Period 01, the STAR Application Administrator must code STAR appropriately. If the compensatory time earned balances are to be reset to zero in Pay Period 01, no action is required.

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Note: Many Agencies have compensatory time policies that require regular compensatory time to be used by the end of the leave year after the one in which it is earned. Timekeepers in these Agencies will need to reduce the Pay Period 01 beginning balance by any hours that exceed this amount. Additionally, the timekeeper may need to initiate paperwork to have the employee paid for the number of compensatory hours that were deleted. The T&A coordinator or HR office should be contacted for Agency-specific guidance.

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## Federal and Local Holidays

T&As should be received by NFC no later than the close of business on the Tuesday following the last day of the pay period. Early transmission of T&As is requested if the celebration of a local or Federal holiday would interrupt T&A processing at NFC. For example, if New Year's Day falls on Monday and T&As are due by the close of business on Tuesday (January 2), no adjustment is necessary. However, if New Year's Day falls on the Thursday that PAYE runs, the T&A should be received by NFC no later than the close of business on Monday (December 29).

The scheduling and executing of the various subsystems (e.g., TIME, PAYE and ADJP) may vary to assure that processing is not interrupted. NFC may request that someone be available at the T&A Contact Point location to answer questions concerning T&A processing problems. If accelerated pay period processing is required, a message is displayed on the NFC Bulletin Board.

## Annual Leave Accrual for the Ending Calendar Year

Full-time Leave category 6 employees in **pay status** earn 10 hours of annual leave in the last pay period of the calendar year.

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Note: The 10-hour accrual is usually effective in Pay Period 25. Occasionally there are 27 pay periods in a calendar year. When this happens, the 10-hour accrual is effective in Pay Period 26.

---

Full-time employees in **nonpay status** for the entire pay period and full-time employees who reach a multiple of 80 hours of nonpay status will not earn their normal 6 hours leave accrual nor will they earn the additional 4 hours that is earned by Leave category 6 employees in pay status in this pay period.



## Time and Attendance Report

This section includes the following topics:

<b>Types of T&amp;As</b> .....	<b>19</b>
<b>Conditions for T&amp;A Reporting</b> .....	<b>22</b>

### Types of T&As

Several types of T&As can be entered into the Payroll/Personnel System.

For more information see:

<b>Regular T&amp;A</b> .....	<b>19</b>
<b>Split T&amp;A</b> .....	<b>19</b>
<b>Corrected T&amp;A</b> .....	<b>21</b>

#### **Regular T&A**

A regular T&A is a one-page report used to report the employee's time and attendance for the current pay period or a prior unprocessed T&A.

If a T&A is received for a pay period for which a T&A has already been processed, it will reject, unless it is coded as a corrected T&A. The submission of regular T&As each pay period must be consecutive. A T&A submitted for a pay period will reject if the prior pay period was not received. This only applies to T&As for full-time and part-time employees in active pay status.

#### **Split T&A**

A split T&A is two separate T&As prepared for the same pay period due to a change in employment, pay status, calendar/fiscal year, etc. For example, a split T&A is required if a promotion is effective in the middle of a pay period.

A split T&A should not be confused with a continued T&A. A continued T&A is simply a multiple-page single T&A for an employee.

If a split T&A is required, complete both the End and Start fields. A split T&A requires the completion of two T&As. Enter the day before the change was effective in the End field of the first T&A. Enter the effective day in the Start field on the second T&A.



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Note: If a corrected T&A is submitted for a pay period for which a split T&A was processed, the corrected T&A must contain an entry in the St/End field. If not, the corrected T&A will reject.

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Complete the **Start** and **End** fields when one of the following changes occurs:

- Work Schedule Code (full time, part time, etc.).
- Commencing Date of Service Year.
- Master Record Number.
- Individual Position Number.
- Pay Plan.
- Occupational Series.
- Grade.
- Step.
- Base Salary (Scheduled Salary).
- Salary Rate Code.
- Pay Rate Determinant Code.
- Save Grade Expiration Date.
- Duty Station.
- Tour of Duty Hours.
- Type of Appointment Code.
- Special Employee Code.
- COLA (cost-of-living allowance)/Post Differential Code.
- Wage Board Shift Rate.
- Annuitant Share.
- Cooperator or State Share of Salary.
- Hourly Cooperative Agreement Rates - Overtime.
- Hourly Cooperative Agreement Rates - Holiday.
- Quarters Deduction Code.
- Quarters Deduction Amount.
- FLSA Code.
- Employing Office.



- Extended LWOP effective other than Day 01, 02, 13, or 14 of the pay period.
- Return-to-duty action effective other than Day 01, 02, 13, or 14 of the pay period.
- Emergency military leave and/or LWOP used in the last pay period of the **calendar** year may require a split T&A. Refer to the Special Processing section under Calendar Year Closing for detailed T&A completion instructions.
- Nonpay status used the last pay period of the leave year. See **Calendar-Year Closing** (on page 17) for detailed instructions.
- Regular military leave used in the last pay period of the fiscal year.
- New fiscal year begins on pay period Day 02 through 14. Refer to the Special Processing Section for T&A completion instructions.

Example 1: The personnel action that changes one of the data elements listed above is processed effective the first Monday of a pay period. The employee works on the first Sunday. A split T&A must be submitted.

Example 2: The personnel action that changes one of the data elements listed above is processed effective the second Friday of the pay period. The employee works on that day or the following day (Saturday). A split T&A must be submitted.

It is not necessary to prepare a split T&A for the above situations if the change is effective the second or last day of the pay period unless the employee worked on the day of the change.

If one of the split T&As contains an error, both T&As will reject.

### **Corrected T&A**

Erroneous or omitted information on T&As that have been submitted and processed must be corrected to provide proper payment and accurate records. A corrected T&A is used to report changes to information previously submitted and/or processed for a prior or current pay period. PPS stores T&A information for 26 pay periods (25 previous pay periods and the current pay period). Timekeepers may submit changes to correct or supplement any of the 25 previous pay periods at any time, or for the current pay period, providing PAYE has not executed. Corrections to pay periods other than the current and 25 previous pay periods must be made by the personnel office by submitting a Payroll Action Request, Form AD-343, and a copy of the original and corrected T&A(s) giving a complete explanation of the changes being made. In certain situations, your personnel office may opt to use TING to correct leave data. Any leave discrepancies that are adjusted on a corrected T&A will adjust the current leave balance only.

A corrected T&A can only be processed for a pay period for which a T&A has already been processed. If a regular T&A has not been processed, the corrected T&A will reject.

A corrected T&A must be prepared if:



- Time was reported against the wrong transaction code (TC).
- Time reported as nonpay status must be corrected to reflect time worked or paid absence.
- Standby/Administratively Uncontrollable Overtime (AUO) was not recorded timely.
- Time reported as time worked or paid absence must be corrected to reflect time in a nonpay status. If the employee has transferred to another Department and the last T&A prepared was not coded as final, contact your HR office so that they may code the last T&A as final through the personnel system.

Do not process a corrected T&A if the employee has separated in a previous pay period or an employee has been reassigned to another Agency.

A corrected T&A for a prior pay period does not apply to the database until ADJP and PAYE have executed. Therefore, if the current T&A reflects credit or compensatory leave used that was earned but not recorded until the corrected T&A, use TINQ to enter the leave earned. Do not process a corrected T&A.

## Conditions for T&A Reporting

Prepare a T&A if the employee is:

- In pay status any time during the pay period.
- In nonpay status for less than 30 days.
- In nonpay status (no personnel action processed) immediately preceding separation from Federal service.
- Returned to duty from nonpay status on any day during the pay period.
- On Office of Workers' Compensation Programs (OWCP), Injury Leave (TC 67).

Do not prepare a T&A if the employee is:

- On approved, extended nonpay status through submission of a personnel action for the entire pay period.
- An intermittent employee who was not in pay status during the pay period.
- A volunteer employee.



## Completing T&As

This section includes the following topics:

<b>Recording Employee Data .....</b>	<b>23</b>
<b>Recording Time.....</b>	<b>23</b>
<b>Recording Accounting Data.....</b>	<b>30</b>
<b>Recording Leave .....</b>	<b>32</b>
<b>Recording Remarks .....</b>	<b>46</b>
<b>Certifying the T&amp;A .....</b>	<b>46</b>

### Recording Employee Data

This section is used to record information that identifies the employee through coding requirements that interrelate with other areas of the T&A worksheet and information regarding the type of T&A being prepared for processing. This information in this portion of the T&A is used to record information that is unique to an employee. This includes name, Social Security number (SSN), work schedule, pay plan, and tour of duty.

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Note: In STAR, the data in several fields is initially entered in an employee's record. Thereafter, it is generated on the T&A entry screen. See the System for Time and Attendance Reporting System (STAR) procedure manual located under the T&A Processing category on the Publications page of the NFC Web site for more information. For detailed field information, see *Field Definitions for Recording Employee Data* (on page 49).

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### Recording Time

For more information see:

<b>Transaction Codes.....</b>	<b>23</b>
<b>Regular Time .....</b>	<b>25</b>
<b>Overtime .....</b>	<b>26</b>
<b>Other Time.....</b>	<b>28</b>

#### ***Transaction Codes***

TCs are used to record all time and attendance on the T&A. T&A data reported include hours worked, absences, allowance/differential entitlements, and other entitlements.



TCs are established in PPS with each code reflecting a specific rate and kind of pay or absence. For a list of TCs, see *Appendix A. Transaction Code Table* (on page 59). For TC instructions, see *Appendix C. Transaction Code Instructions* (on page 85).

Example: TC 01 reflects regular time at the base rate. When entered on a T&A, the reported time is processed as the hours of work performed by an employee while in pay status. This employee will be paid at his/her hourly base rate of pay.

A total of 30 lines of TCs may be submitted for a single T&A. All information that is to be reported for an employee's T&A, whether it is work performed, paid absence, etc., will be recorded on a T&A by the applicable TC.

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Note: E&L Statement TCs are not listed in this procedure, but may be viewed in TMGT Table 32, Transaction Codes.

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### Prefix

A TC prefix is used to record the percentage rate for environmental differential pay and danger pay. It is also used to expand the definition for certain TCs or to create a new TC and definition when the TC has been previously used without a prefix.

### Suffix

A TC suffix is used to record differential and union representation and to supplement certain TCs to vary their meaning.

The suffix field must be completed for all FWS employees; otherwise, the T&A will reject.

Listed below is a table which defines the usage of suffixes:

Code	Description
Suffix 1 (7 a.m. to 3 p.m.)	Used for FWS employees working 5 or more hours, including meal breaks, in the first shift.
Suffix 2 (3 p.m. to midnight)	Used for FWS employees working 5 or more hours, including meal breaks, in the second shift. It is also used to record union representation and paid absence for General Schedule (GS) or other employees who are entitled to night differential.
Suffix 3 (11 p.m. to 8 a.m.)	Used for FWS employees working 5 or more hours, including meal breaks, in the third shift. It is also used to record union representation and paid absences for GS and other employees who are entitled to Sunday differential.
Suffix 4 (includes two or more shifts)	The entry of shifts 2, 3, and 4 in the suffix field will not be used to calculate the annual Federal Employees Government Life Insurance (FEGLI) coverage amount for FWS employees based on the shift of the pay period worked.
Suffix 5 (7 a.m. to 3 p.m.)	Used for FWS employees to record paid absences at the first shift with Sunday differential.



Suffix 6 (3 p.m. to midnight)	Used for FWS employees to record paid absences at the second shift with Sunday differential.
Suffix 7 (11 p.m. to 8 a.m.)	Used for FWS employees to record paid absences at the third shift with Sunday differential.

Note: Employees who perform work on a Sunday holiday (or a Sunday in lieu of holiday) are entitled to holiday pay, as well as, Sunday differential.

Suffixes **1** through **7** should also be used for GS and other employees who are on paid absence and entitled to a differential.

### Union Representation

(Valid values are **2** through **4** for GS and other employees (see above) and **5** through **7** for FWS employees.)

Code	Description
Suffix 5 (7 a.m. to 3 p.m.)	Used for FWS employees to record union representation.
Suffix 6 (3 p.m. to midnight)	Used for FWS employees to record union representation.
Suffix 7 (11 p.m. to 8 a.m.)	Used for FWS employees to record union representation.

### Transaction Code Descriptor

A transaction code descriptor is a code that is used in conjunction with a specific transaction codes(s) entered on an employee's T&A. The entry of TC descriptors is optional. If used, it allows Agencies to enforce restrictions and limitations for special uses. It also provides a method to handle Agency, Office of Personnel Management (OPM), and Congressional reporting needs.

### Regular Time

Regular time is hours that are scheduled as part of the employee's regularly scheduled administrative workweek. This includes base hours worked (compensated at base or overtime rate), paid absences, and regularly scheduled overtime or a combination of all that fall within the basic workweek.

Paid absences are authorized and/or approved time off with pay. The time away from work on days the employee is regularly scheduled to work must be properly charged against the appropriate leave used. Paid absences also include absences authorized by law (holidays), Executive Order, or administrative action without loss of pay or a charge to the employee's



accrued leave. TCs used to record paid absences during regular time are applicable to all employees eligible to earn and use leave. General eligibility requirements are discussed in the detailed description of each of the TCs. For more detailed information, consult your Agency's policy and/or 5 CFR.

The following rules must be used when recording regular time worked:

- For full-time employees, TCs for regular time must be used to record hours which makeup the basic workweek, depending on the circumstances. After these criteria are met, overtime TCs may be used.
- For part-time employees, regular time TCs must be used to record up to 40 hours in a workweek or 80 hours in a pay period, before TCs for overtime over 40 may be used.
- Regular time worked cannot be less than the employee's biweekly scheduled tour of duty except if:
  - The employee was on LWOP, absence without official leave (AWOL), suspension, or furlough.
  - The employee entered duty after the beginning of the pay period.
  - The employee terminated before the end of the pay period.
  - The employee is not entitled to regular pay for holidays not worked.
- Regular time recorded for any one workday cannot exceed 8 hours except if :
  - The employee is working an alternate (4/10 or 5/4/9) or flexible work schedule. Regular time recorded for a regularly scheduled workday may exceed 8 hours and may exceed 40 hours the first or second week. However, regular time for the pay period cannot exceed 80 hours.

## **Overtime**

### **FLSA Provisions**

All employees are either covered (nonexempt) or not covered (exempt) by the overtime provisions of the FLSA. Overtime pay computations for FLSA nonexempt employees are made solely in accordance with Part 551 of 5 CFR.

### **Overtime Hourly Rate**

Overtime pay provided under Title 5, United States Code (5 U.S.C.), is pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative workweek.

For employees with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5.



Based on Section 1121 of Public Law 108-136, enacted November 24, 2003, which amended 5 U.S.C. 5542(a)(2), employees with rates of basic pay greater than basic pay for GS-10, step 1, the overtime hourly rate paid will be the **greater** of:

- The hourly rate of basic pay for GS-10, step 1, multiplied by 1.5 or
- The employee's hourly rate of basic pay.

### **Suffered or Permitted Work**

Sufferedorpermitted work is any work performed by an employee for the benefit of an Agency whether requested or not, provided the employee's supervisor knows or has reason to believe that the work is being performed and has an opportunity to prevent the work from being performed.

### **Title 5 Provisions**

FLSA-exempt employees are covered under the provisions of Part 550 of Title 5 U.S. Code only. Refer to CFR regulations for detailed information regarding Title 5 provisions.

### **Overtime Examples**

Overtime is hours of work performed over 8 hours per day (except in Examples 2 and 3 below) or 40 hours per week. It includes regular overtime work and irregular or occasional overtime work.

Example 1: For an 8 hour-per-day, 5 day-per-week basic tour of duty, overtime is the hours in excess of 8 hours per day or 40 hours per week.

Example 2: For a 5/4/9 schedule, the employee has a biweekly, 80-hour schedule that is worked in 9 days (eight 9-hour days and one 8-hour day). Overtime is, in this case, the hours of work performed in excess of 9 hours per day for the 9-hour days and in excess of 8 hours for the 8-hour day or in excess of 80 hours biweekly.

Example 3: For a 4/10 schedule, the employee has a 40-hour workweek that is worked in 4 days, 10 hours a day. Overtime is the hours of work performed in excess of 10 hours per day or 40 hours per week for this alternate work schedule (AWS).

### **Overtime Over 8 Hours in a Day (for Department of Justice Employees Only)**

To identify the "overtime over 8 hours in a day" outside the 40-hour workweek for U.S. Department of Justice employees, suffixes 5 through 8 are used with TC 21, Overtime-Premium Rate; TC 24, Overtime Travel Under Title V; TC 25, Overtime Over 40 with Night Differential; and TC 30, Overtime Call Back No Work Performed.

Code	Description
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Suffix 5 (includes all other pay plans)	Used to record overtime over 8 hours in a day outside of the basic workweek.
Suffixes 5 through 8 (Federal Wage System Pay Plan)	Used for FWS employees to record overtime over 8 hours in a day and to identify the shift worked. Suffixes 5 through 8 will mirror Suffixes 1 through 4, which are currently used to indicate first, second, third, and varied shifts for overtime over 40 hours in a week. Note that TC 25 is not applicable for FWS employees.

### **Overtime Over 8 Hours in a Day, But Less Than 40 Hours in a Week**

TC 19, Overtime Over 8, and TC 26, Overtime Over 8 With Night Differential, are used to record overtime over 8 hours in a day, but less than 40 hours in a week. It is not required that suffixes 5 through 8 be used with these TCs. However, the suffixes will be allowed with these TCs to avoid confusion for timekeepers and to provide a consistent process for recording "overtime over 8 hours in a day".

If hours worked in a day exceed 8 hours or a non-AWS employee, those hours in excess of 8 hours should be considered as "overtime over 8 hours in a day". For employees on AWS whose normal scheduled workday is in excess of 8 hours, only the hours worked in excess of the hours normally worked on that day are to be considered "overtime over 8 hours in a day."

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Note: Federal regulations specify that hours of overtime worked in excess of 8 hours in a day are **not** included in computing hours of work in excess of 40 hours in an administrative workweek when determining overtime over 40.

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### **Other Time**

Other time includes all hours of nonpay status (absence without pay (AWOP)), compensatory time worked, credit hours earned, and/or the hours of base pay for which the employee is entitled to COLA or post differential. A total of four lines of other time data may be entered on a regular or continued T&A. Up to four lines of other time may be entered on each half of a split T&A.

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Note: If other time being entered exceeds the number of entries allowed, TINA should be used to enter leave data.

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### **Nonpay Status**

Nonpay status includes LWOP, LWOP-US (LWOP for military purposes), AWOL, suspension, and furlough. All nonpay time except LWOP-US affects the employee's service credit toward leave, retirement, reduction in force, time toward within-grade increases, career tenure, and completion of probationary periods. All types of nonpay time affect the employee's reduction of accruals of annual and sick leave.



The total time recorded as nonpay status, or in combination with regular time in pay status, cannot exceed the basic workweek unless the employee works to fill in the nonpay status by performing overtime work or additional base hours.

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Note: When overtime or additional base hours are worked to fill in the basic workweek, the actual hours of nonpay status must be reported. See TC 01 for more information.

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### **Compensatory Time**

Compensatory time is irregular or occasional overtime worked for which the employee is required or has elected to take timeoff in lieu of receiving overtime pay. TCs for compensatory time are used to record the hours earned and used.

### **Credit Hours**

Credit hours are hours of work performed in excess of the employee's basic work requirement and which the employee elects to work so as to vary the length of a workday or a workweek. Employees on certain AWS are authorized to earn credit hours. The employee is not, however, paid for these hours until they are used via the T&A or the employee is separated or transferred to an Agency which does not allow the use of credit hours. The Agency's HR policy representative should be contacted for specific applicability.

### **Allowances and Differentials**

Allowances and differentials are special pay entitlements for which certain employees are eligible. Examples include night differential, COLAs, and environmental differential. These special pay entitlements are recorded on a T&A using specific prefix/TC/suffix combinations. Several major categories are listed below; however, for a complete list of TCs used for recording allowances and differentials, see *Appendix A. Transaction Code Table* (on page 59).

#### **Cost-of-Living Allowance**

A COLA is a special pay entitlement for an employee whose duty station is in a high cost-of-living area. Entitlement to a COLA must be established in the database by processing a personnel action. Payment of the allowance begins and ends, based on data reported on the T&A. Payment for COLA will be charged against the same accounting data used for regular time.

TCs for COLAs are used to start and stop these payments and to record the hours for which the allowance is to be applied.

#### **Night Differential**

Night differential is a special pay entitlement for a GS employee who works between the hours of 6 p.m. and 6 a.m. during the regularly scheduled basic hour of duty.

#### **Post Differential**



Post differential is a special pay entitlement provided an employee who is assigned to a designated duty station. Entitlement to post differential must be established in the database by processing a personnel action. Payment for post differential begins and ends based on data reported on the T&A. Payment for post differential will be charged against the same accounting data used for regular time.

TCs for post differential are used to start and stop these payments and to record the hours for which the differential is to be applied.

### **Environmental Differential**

An environmental differential is paid to all FWS employees (full time, part time, or intermittent) who are exposed to hazardous or defined working conditions or physical hardships which were not taken into consideration in the job-grading process. OPM provides a list of duties which entitles the employee to environmental differential. Supervisors should inform timekeepers if employees are entitled to environmental differential.

The environmental pay differentials are stated as percentage amounts for the various categories of exposures. Valid values are **04, 08, 15, 20, 25, 50, 97, 98, or 99**. The amount of the differential which is payable is determined by multiplying the percentage rate authorized for a particular exposure by the second rate for Wage Grade (WG)-10 on the regular, non-supervisory wage schedule for the coordinated FWS area.

Complete this field if the employee is entitled to environmental differential on an actual exposure basis. Enter one of the valid values. Enter **99** for 100 percent.

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Note: A minimum of 1 hour must be reported on a T&A. For specific regulatory information, refer to 5 CFR 532.511.

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## **Recording Accounting Data**

For more information see:

<b>Entering Accounting Data.....</b>	<b>30</b>
<b>Storing Accounting Data.....</b>	<b>31</b>
<b>Correcting Accounting Data .....</b>	<b>32</b>

### ***Entering Accounting Data***

Each Agency uses its unique accounting codes and formats. The accounting data entered on the T&A is edited for validity and field length. Each employee's record maintained at NFC contains



appropriation and accounting information that is used to disburse and charge the employee's pay and related expenditures to the proper accounting records.

There are two types of accounting errors: (1) incorrect accounting data and (2) invalid accounting data. Accounting errors require correction to the employee's record in PPS database and the accounting system. (Agencies may opt to maintain their own accounting data or have NFC maintain it in MASC.)

This section provides instructions for completing the accounting data recorded on the T&A, as well as correcting accounting data.

- To avoid entering accounting data each pay period, the Accounting Data Usage Code field requires coding to store the accounting data and to bypass checking the T&A once the accounting data is stored. (See the Accounting Data Usage Code field in ***Field Definitions for Recording Employee Data*** (on page 49) for coding instructions.)
- To record accounting data each pay period, enter the accounting data for hours worked, leave taken, etc., as applicable. Multiple accounting codes may be needed for certain transaction codes, as applicable. This field **must** be completed if the Accounting Data Usage Code field is blank.

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Note: If the accounting data for a Bureau of Engraving and Printing (BEP) employee reflects **1** or **2** in Position 14, the employee must be listed on TMGT, Table 099, BEP Acting Pay Table.

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### ***Storing Accounting Data***

Stored accounting may be used for employees who use the same accounting each pay period. By using stored accounting, the accounting code does not have to be entered each pay period. Once accounting is stored, the ***Use Accounting*** option must be selected for each pay period that stored accounting is used. If this option is not selected, accounting must be entered for the pay period.

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Note: Only one line of accounting may be stored.

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- To store accounting data in the database, enter **1** in the Accounting Data Usage Code field and enter the accounting data to be stored in the Accounting Data fields. Only one line of accounting data can be stored. Accounting **cannot** be stored on a corrected T&A.
- To repeat the stored accounting data each pay period thereafter, enter **2** in the Accounting Data Usage Code field. Do not complete the fields in the Accounting Data section.

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Note: You cannot store accounting on a corrected T&A.

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## **Correcting Accounting Data**

### **Incorrect Accounting Data**

Accounting that is valid for the Agency but not valid for the employee or the assignment is considered incorrect. For example, the employee’s T&A reflected Accounting Data Code 011234. This code is valid for the Agency; however, the accounting data for the employee’s assignment is 0014321, which is also valid for the Agency.

To correct the accounting system maintained by the Agency, follow your Agency instructions for correcting accounting data. If NFC maintains your accounting data, process a corrected T&A to correct both the Payroll/Personnel database and Central Accounting Interface System (CAIS).

### **Invalid Accounting Data**

Accounting data is considered invalid when an accounting code is not valid for the Agency, employee, or assignment. For example, the T&A reflects Accounting Data 023606809, which is nonexistent for the Agency, the employee, or an assignment. The valid code should have been 023606800. Rather than the system rejecting the T&A and causing a delay in the employee’s receipt of salary, the invalid accounting is automatically released through PPS. Accounting will be validated against the T&A at the time the T&A applies to the database.

If your accounting is maintained by your Agency, the accounting must be corrected in your accounting system. If NFC maintains your accounting, the correction will be made by NFC. If the accounting has not been corrected after 60 days, contact NFC Accounting Reporting Branch.

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Note: A corrected T&A should not be used to correct invalid accounting data.

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### **For FDIC Use Only**

When accounting sub-level data for FDIC is entered on a T&A, it must conform to the following combination of columns: Column A; Columns A, E, and F; Columns A, B, C, E, and F; or Columns A, B, and C. If the wrong combination is used or if an entry is made in Column D, the T&A will reject.

## **Recording Leave**

For more information see:

<b>Leave Information</b> .....	<b>33</b>
<b>Annual Leave</b> .....	<b>33</b>
<b>Sick Leave</b> .....	<b>38</b>
<b>Family Care Leave</b> .....	<b>40</b>
<b>Family and Medical Leave Act (FMLA)</b> .....	<b>40</b>



<b>Donated Leave</b> .....	<b>40</b>
<b>Compensatory Time</b> .....	<b>42</b>
<b>Nonpay Status (Absence Without Pay)</b> .....	<b>42</b>
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## **Leave Information**

The leave information recorded on the T&A is a method of maintaining an employee’s leave record. It consists of leave brought forward from the prior pay period, earned, available, used for the processing pay period, and balance to date.

The leave year begins with the first full pay period of the calendar year and ends with the pay period following the last full pay period of the calendar year.

Leave discrepancies should be resolved by preparing a leave audit to determine when the leave discrepancy occurred. If the leave error occurred within the last 25 pay periods, a corrected T&A should be prepared to resolve it. The leave correction is applied to the database in the pay period after the corrected T&A is processed.

If the leave discrepancy occurred prior to the last 25 pay periods, it must be resolved by submission of a T&A audit to the individual within your organization responsible for TINQ adjustments. See the TINQ procedure manual located under the Research and Inquiry publication category on the Publications page of the NFC Web site for adjusting leave data in the database.

## **Annual Leave**

### **About Annual Leave**

Eligibility to earn annual leave is based on an employee’s type of appointment and type of employment. For more information on eligibility, refer to Federal and Departmental regulations.

To earn annual leave, the employee must be employed during that portion of the biweekly pay period that comprises his/her daily tour. An employee who is not on the rolls for that complete pay period, excluding holidays and non-workdays, does not accrue leave. The system cannot determine if a new or separating employee is employed for the full pay period because the daily tour of duty is not recorded in the database. Therefore, the personnel office must indicate on the personnel action whether or not the employee is entitled to leave accruals for the pay period. To avoid leave errors, it is important to coordinate with the personnel office leave accruals for the first and last pay periods.



An employee may earn annual leave on a prorated basis for each fractional pay period in the following circumstances:

- Transfer between positions (dual appointments between two Agencies) with different pay periods.
- Interruption of service by a non leave-earning period.
- Change in type of employment from full time to part time or intermittent or vice versa.
- Statutory or regulatory restoration rights restored after service in the military.

Eligible employees are allowed a maximum number of hours to carry over from one leave year to the next. This is called the annual leave ceiling. For most employees, the annual leave ceiling is 240 hours. The supervisor should inform you if the employee's ceiling is greater than 240 hours. For Senior Executive Service (SES) employees, the annual leave ceiling is 90 days (720 hours) or the balance as of the end of the 1994 leave year if greater than 720. In each subsequent year, the leave balance at the end of the leave year will determine the leave ceiling. If more leave is used than earned, the leave balance will be reduced until 720 hours is reached. For SES-equivalent employees who are paid under the TF Pay Plan, the annual leave ceiling is 720 hours.

#### **For Overseas Employees Returning to the States**

An employee who is overseas is entitled to an annual leave ceiling of 45 days. The 45 Day Leave Code on the personnel action is coded **Y** for entitlement. Once the employee returns to the United States, a personnel action must be processed to change the 45 Day Leave Code to **N**. To retain the annual leave ceiling for these employees, enter the ceiling in T<sub>INQ</sub> and adjust the T&A balance for the first pay period of the new leave year, as necessary.

However, if the Annual Leave 45 Day Code is not coded prior to the employee who is overseas returning to the States, then T<sub>INQ</sub> must be used to adjust the employee's leave record at the beginning of the leave year.

At the beginning of a new leave year (the first full pay period in a new calendar year), the Annl Fwd hours is the number of hours carried forward from the last pay period of the prior leave year. If an employee's annual leave hours exceed the annual leave ceiling, the excess hours must be restored or forfeited.

If the annual leave is forfeited, enter **Annual leave forfeiture - (number) hours** in the remarks section. If the annual leave is restored, the personnel office must process Form AD-582, Authorization for Restored Annual Leave under P.L. 93-181 or P.L. 94-174.

If the employee was not on the rolls in the previous pay period, enter **0** unless the employee has annual leave to be credited from prior employment.

If the employee has annual leave from prior employment, the personnel office must provide an SF 1150, Record of Leave Data (or fax), before the transferred leave can be credited. Enter the



transferred leave hours on the T&A for the pay period in which the leave transfer form was processed.

If the leave transfer form has not been received from the personnel office, record leave used as advanced annual leave or LWOP.

- To record as advanced annual leave, enter the number of hours to be advanced under TC 61 (annual leave). Select Advanced Annual in the Advanced Leave field on the T&A header.
- To record as LWOP, enter the total LWOP hours under TC 71 (LWOP). Adjust the LWOP to paid leave as soon as documentation is received to credit the employee's leave account, unless the employee requests that the LWOP remain unchanged.
- To adjust LWOP to paid leave, process a corrected T&A for each pay period that LWOP was charged. In the remarks section, enter **(number) hours LWOP adjusted to paid leave**. Enter the correct leave balance on the current T&A to avoid a leave error.
- To recredit annual leave to an employee's leave account as a result of buy back, enter the hours in this field. The personnel office will inform you when to record the leave on the T&A. Enter a remark in the remarks section as to the reason for the buy back.
- To adjust the annual leave record as a result of a leave error, enter the correct balance in this field to agree with the database.

Enter the hours recorded in the Annl Bal field from the previous T&A or enter the applicable balance. If the annual leave balance is a negative amount, precede the number with a minus sign (-).

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Note: An employee cannot be advanced more annual leave than he/she can earn in a leave year or by the end of his/her appointment.

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### **Annual Leave Accrual**

Annual leave accrual is the number of hours earned for the pay period based on the employee's leave category. The leave category is based on the employee's years of service and the total time in pay status. Employees with less than 3 years of service earn 4 hours. Employees with more than 3 but less than 15 years earn 6 hours (10 hours in the last full pay period of the calendar year). Employees with 15 or more years earn 8 hours. If the leave service computation date does not fall on the first Sunday of the pay period in which the employee meets the 3 or 15 year increments, the employee must wait until the following pay period before the annual leave category can change.

The system automatically adjusts the employee's leave category at the time year of service requirements are met. If the leave category change is effective other than the beginning of the pay period, the change becomes effective in the next pay period. A report, Notification of Change in Annual Leave Status, is sent to the T&A Contact Point location two pay periods prior



to the effective pay period. Enter the new leave accrual as indicated on the report in the Annl Accr field.

Enter the full leave accrual for an employee who transfers to your Agency either from another Federal Department or Agency in the middle of the pay period. See *Split T&A* (on page 19) for detailed information.

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Note: Be sure that the entry in the Annual Accrued field matches the leave category in the system.

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Enter the number of hours the employee is entitled to earn for the pay period. A full-time employee who is in nonpay status for 80 hours or any multiple thereof (e.g., 160, 240, and 320 in a leave year) will not accrue leave in the pay period that either of these occurs.

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Note: Leave will not be accrued by full-time employees in leave category 6 who are in nonpay status for all of the last pay period of the calendar year or who reach a multiple of 80 hours of nonpay leave in this pay period. See *Calendar-Year Closing* (on page 17) for more information.

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Exceptions: The following employees do not accrue annual leave: Intermittent employees, temporary employees whose consecutive appointments are less than 90 days, and Smithsonian Institution employees with Pay Plans RA, IC, or AE. Therefore, do not complete this field for these employees.

### **Annual Leave Accrual for Part-time Employees**

Part-time employees earn leave on a prorated basis depending on the leave category and the number of hours worked. To earn 1 hour of leave, the employee is required to be in pay status for a minimum of 10, 13, or 20 hours based on the annual leave category. Employees in leave category 4 earn 1 hour for each 20 hours worked; leave category 6, 1 hour for each 13 hours worked; and leave category 8, 1 hour for each 10 hours worked. (See *Appendix B. Part-Time Employee Annual Leave Accrual* (on page 75).) All hours worked in excess of the basic work requirement for a part-time employee, including overtime, are counted in determining the biweekly accrual of sick and annual leave, up to a maximum of 80 hours in a pay status per pay period.

#### **To Compute Leave Earned:**

- Total the previous pay period's unapplied hours (including paid leave), the current pay period's base hours, and any overtime hours recorded under TCs 19, 21, 23, 24, 25, and 26. Any hours over 80 are not included in the annual leave accrual computation for the pay period nor are they carried over to a subsequent pay period for leave accrual purposes.
- Divide the total from the step above by the minimum hour requirement (e.g., 10, 13, or 20). Enter the result in the Annl Accr field. If the result is not evenly divisible, the remainder is carried forward and used in computing leave earned for the next pay period. These hours are called unapplied hours and are shown in the Remarks section. Unapplied hours can be in 1/4 hour increments.



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Note: In rare cases, an employee on a part-time work schedule and in the 6-hour annual category will earn 7 hours of annual leave in a given pay period and have a carryover balance of 11 or 12 hours.

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The disposition of carryover hours when a part-time employee changes his/her tour of duty is as follows:

### **Mixed Tour and Continuing Program Employees**

Mixed tour and continuing program employees who are changed to an intermittent tour of duty may be paid a lump sum for accrued annual leave. Employees in continuing programs are those employees involved in continuing programs/activities under which the employee is required to return to a full-time or part-time work schedule after a period of intermittent employment. If the employee received a lump sum payment, any part-time carryover hours in his/her annual leave account are forfeited because the employee's change in work status is equivalent to a separation. In this situation, the Agency will need to remove the employee's part-time annual leave carryover hours through TINQ. If the employee **does not receive** a lump-sum payment, the part-time annual leave carryover hours will be held in abeyance in his/her annual leave account until the employee returns to part-time duty.

### **Other Part-Time Tours**

Part-time employees who are not in mixed tour or continuing program activities do not have part-time annual leave carryover hours held in abeyance upon a change in work schedule to intermittent or full time. In these cases, the Agency will need to remove an employee's part time annual leave carryover hours through TINQ.

If an Agency determines that the carryover hours maintained by PPS are not correct and should be removed, the correction must be made through TINQ. Additionally, timekeepers should be informed of the classification of each part-time employee to ensure that carryover hours are accurately maintained.

### **Annual Leave Used**

Annual leave used is the number of annual leave hours during the pay period recorded with TC 61. If annual leave is taken in quarter hours, enter **.25** for 1/4 hour, **.5** for 1/2 hour, and **.75** for 3/4 hour.

### **Annual Leave Balance**

The annual leave balance is the balance of annual leave hours at the end of the pay period being reported. These hours are used when payment of annual leave is made.

Add the Annl Fwd hours and the Annl Accr hours. This figure reflects the annual leave hours available. Then, subtract the Annl Used hours. If the ending annual leave balance is negative, enter Advanced Annual in the Advanced Leave field on the T&A header. An employee **cannot** be advanced more leave than he/she can accrue in a leave year. Also, if an employee is



separating, collection for advanced leave must be made unless waived by the Agency. Contact the personnel office for more information.

### **Recrediting of Annual Leave from a Lump Sum Payment**

If a separated employee who received a lump sum payment for annual leave is rehired prior to the expiration of the period covered by the lump sum payment, the unexpired hours of annual leave must be repaid. After repayment, the hours must be recredited to the annual leave balance. The personnel office will inform you when to record the recredited hours on the T&A. Enter these hours in the Annl Fwd field.

### **Sick Leave**

Eligibility to earn sick leave is based on an employee's type of appointment and type of employment. For more information on eligibility, refer to Federal regulations and Departmental policies.

To earn sick leave, the employee must be employed during that portion of the biweekly pay period that comprises his/her daily tour. An employee who is not on the rolls for that complete period, excluding holidays and non-workdays, does not accrue leave. The system cannot determine if a new or separating employee is employed for the full pay period because the daily tour of duty is not recorded in the database. Therefore, the personnel office must indicate on the personnel action whether or not the employee is entitled to leave accruals for the pay period. To avoid leave errors, it is important to coordinate with the personnel office leave accruals for the first and last pay periods.

Sick leave accrual is the same as annual leave accrual for a part-time employee except (1) computation is based solely on leave category 4 and (2) temporary employees are eligible without regard to the 90 consecutive day rule.

A full-time employee who is in nonpay status for 80 hours or any multiple thereof (e.g., 160, 240, 320) will not accrue leave in the pay period that either of these occurs.

Enter the full leave accrual for an employee who transfers to your Agency either from another Federal Department or Agency in the middle of the pay period. See ***Split T&A*** (on page 19) for detailed information.

Each eligible employee earns 4 hours per pay period based on total time in pay status. An employee may earn sick leave on a prorated basis for each fractional pay period in the following circumstances:

- Transfer between positions (dual appointments between two Agencies) with different pay periods.
- Interruption of service by a non leave-earning period.



- Change in type of employment from full time to part time or intermittent or vice versa.
- Statutory or regulatory restoration rights restored after service in the Armed Forces.

The following information is provided as guidance for entering data in the Sick Fwd field. Enter data in this field, as appropriate.

- If the employee was not on the rolls in the previous pay period, enter **0** unless the employee has sick leave to be credited from prior employment.
- If the employee has sick leave from prior employment, enter the transferred leave hours on the T&A for the same pay period in which the leave transfer form was processed by NFC. The personnel office must provide an SF 1150, Record of Leave Data (or fax), before the transferred leave can be credited.
- If the leave transfer has not been received from the HR office, report any used leave as advanced leave or LWOP.
- To report as LWOP, enter the total LWOP hours under TC 71 (LWOP). The LWOP must be promptly adjusted to paid leave as soon as documentation is received to credit the employee's leave account unless the employee requests that the LWOP remains unchanged.
- To adjust LWOP to paid leave, process a corrected T&A for each pay period that LWOP was charged. In the remarks section, enter **(number) hours LWOP adjusted to paid leave**. The current T&A must reflect the correct leave balance to avoid a leave error.
- To recredit sick leave to an employee's leave account as a result of buy back, enter the recredited hours in this field. The personnel office will inform you when to record the leave on the T&A. Enter in the remarks section the reason for the buy back.
- To adjust the sick leave record as a result of a leave error, enter the correct balance in this field to agree with the database.

Enter the hours recorded in the Sick Bal field from the previous T&A or enter the applicable balance.

The sick leave balance is the sick leave forwarded balance plus any accruals for the pay period. This figure represents the sick leave hours available. If the sick leave balance is negative after any sick leave hours used have been subtracted, advanced sick leave must be approved. After approval, select Advanced Sick Leave in the Advanced Leave field on the T&A header. The advanced leave code must be activated as long as the employee's leave balance remains negative regardless of whether additional sick leave is used in the current pay period. If the employee has a minus balance and is separating, collection action must be initiated unless the indebtedness is waived by the Agency. Contact the HR office for more information.

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Note: The maximum number of advanced sick leave allowed is 240 hours for a full-time employee. The maximum amount is prorated for part-time employees based upon the employee's tour of duty.

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## **Family Care Leave**

Family Care Leave consists of Family Care-General and Family Care-Extended. Family Care-General permits the use of 104 hours of sick leave for general health care purposes. Family Care-Extended permits the use of up to 480 hours of sick leave. However, the eligibility criteria for Family Care-Extended is much stricter. The usage of the two types combined may not exceed the 480 hour limit. For additional information, please review your Agency policy or the OPM Web site at [www.opm.gov](http://www.opm.gov).

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Note: Transaction code descriptors should be used to record and properly edit on the usage of both types of family care.

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## **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993 entitles most Federal employees up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- Birth of a son or daughter of the employee and the care of such son or daughter;
- Adoption of a child and/or becoming a foster parent;
- Care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or
- A serious health condition of an employee that makes the employee unable to perform the essential functions of his or her position.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA.

For more information, see Public Law 10303, February 5, 1999; 5 U.S.C. 6381; 5 CFR part 630, subpart L; and <http://www.opm.gov/oca/leave/HTML/fmlafac2.htm>.

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Note: Transaction code descriptors should be used to record and properly edit on the usage of FMLA leave.

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## **Donated Leave**

### **Leave Sharing**

The Voluntary Leave Transfer Program and Leave Bank Program are programs whereby an employee (donor) donates annual leave directly to another employee (recipient) or to a leave pool to be used by a recipient determined by a Leave Bank Board. Refer to your Agency



instructions for donating leave under either program. Recording donated leave information is as follows:

### **Leave Donor**

After receiving documentation certifying an employee is a donor, record the donor's T&A with either TC 61, Prefix 61, Donated Annual Leave, or TC 63, Prefix 61, Donated Restored Annual Leave. This will debit the employee's annual leave account in your Agencies T&A system and on the mainframe when the T&A is processed.

At the end of the emergency period, prorate and recredit to the donor's leave account, any remaining leave balance as a result of the recipient not using all donated leave. Contact your personnel office for instructions regarding recrediting of leave balances.

### **Leave Recipient**

The employee must be coded in the database as a leave recipient before donated leave can be used. Contact the HR office to assure that the employee is coded as a leave recipient.

Use TINQ to enter the donated leave amount to the proper account at the employee's discretion. This leave can be used to (1) offset a minus leave balance that the employee incurred as a result of the medical emergency, (2) remain available in an employee donated leave account to be used when an employee works intermittently during the emergency, or (3) receive pay for a prior period of LWOP incurred as a result of the medical emergency. In the latter case, the leave is credited to the employee's donated leave account and a corrected T&A is submitted for the pay period(s) in which the LWOP is being changed to paid leave.

In the first period of the emergency, record the donated hours in the Annual-Lv-Accruals-YTD field starting with the first pay period in which the recipient begins to use the donated leave. As donated leave is used, the system will subtract the amount used from the balance.

The donated leave amount may be entered in the Annl or Sick (for offset only) Accrued YTD fields in TINQ.

Enter **0** in the Annual and Sick Leave accrual fields on the recipient's T&A on the header record for each pay period until the emergency ends. (For STAR users, change the annual and sick leave category field to **0** in the Employee Leave Account window.) **Do not** change either field again until the emergency ends.

During the emergency period the full-time recipient with a regular tour of duty is entitled to accrue 40 hours of annual leave and 40 hours of sick leave from the use of donated leave. For all part-time employees and for full-time employees with irregular tours of duty, the accrual is the number of hours in the employee's weekly scheduled tour of duty. Record this leave record in a separate account; do not record in the leave section of the T&A. Do not add these accruals to the leave balances on the T&A.

A leave recipient is entitled to prorated leave accruals during an emergency if the employee works a portion of the pay period.



In the separate account, record the annual and sick leave accruals and balances each pay period. The annual and sick leave accruals must not exceed the maximum accrual allowed for the employee's weekly scheduled tour of duty. The leave which is accrued is not to be used during the emergency period. It is the responsibility of the leave recipient's supervisor to monitor the proper accrual and use of this leave.

At the end of the emergency period, enter the accrued hours to the T&A record in the Annl/Sick Brought Fwd fields. Enter the employee's appropriate accrual rate(s) in the Annl and Sick Accr fields so that the employee will again accrue leave. For STAR users, enter the appropriate codes for the annual and sick leave categories in the employee's master record. If the employee's annual leave category changed during the emergency period, enter the appropriate new code.

The personnel office is responsible to ensure that the employee must be coded in the database to indicate that he/she is no longer a leave recipient. The leave balances must be adjusted in the database as necessary.

### **Compensatory Time**

Compensatory time is time off in lieu of monetary payment for authorized work performed outside the scheduled tour of duty. An employee may request compensatory time off in lieu of overtime pay, or in certain cases may be required to accept compensatory time off as compensation for overtime worked. Compensatory time must be earned prior to use except for religious observance. Compensatory time off may be accumulated or advanced for religious observance.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Agency policy regarding compensatory time payments/liquidation should be followed.

For more information on compensatory leave and compensatory leave for religious observance, see *Appendix C. Transaction Code Instructions* (on page 85).

### **Nonpay Status (Absence Without Pay)**

Absence without pay (AWOP) includes LWOP, AWOL, suspension, and furlough. LWOP, that exceeds 30 consecutive days and suspension or furlough of one or more days, must be documented with a personnel action. If documented with a personnel action and the employee is in nonpay status for the entire pay period, a T&A does not need to be processed.

If a personnel action was processed to place the employee in a nonpay status, the HR office must process a return-to-duty personnel action when the employee returns to duty. If a return-to-duty personnel action is not processed, the T&A will reject indicating the employee is in nonpay status.



If an employee is in nonpay status for less than 30 days, a T&A(s) should be processed.

The total hours for LWOP, AWOL, suspension, and furlough cannot exceed the number of hours in the employee's tour of duty (i.e., 80 hours for a regular full-time employee); otherwise, the T&A will reject. Also, AWOP hours cannot equal tour-of-duty hours if regular hours equal tour-of-duty hours. If this happens, the T&A will reject.

When an employee returns to duty from an extended period of nonpay status, the nonpay status hours used must be recorded in the appropriate nonpay category Fwd field in Agency's T&A system. This information can be obtained from your personnel office.

### ***Military Leave***

Military leave is the authorized absence from official duty without charge to leave or loss of pay to perform certain types of military training and duty, or to enforce the law during periods of natural disasters and civil disturbance. Military leave is available to all permanent or temporary Federal and District of Columbia employees who are members of a reserve component of the Armed Forces or the National Guard. Complete the military leave fields as follows:

#### **Regular Military Leave**

Regular military leave is defined as active duty for training or for other purposes for employees who are members of the Armed Forces Reserve or National Guard.

In accordance with Public Law 106-554, Section 101 (a)(3), regular military leave must be recorded in hours on an employee's T&A. Military leave can be processed through a T&A only if one of the appropriate codes shown below is entered in the Uniform Service Status field on an employee's personnel action. If one of the codes below is not entered in the Uniform Service Status field, the T&A will reject and military leave balances will not be updated.

- 1 Ready Reserve
- 2 Standby
- 3 National Guard
- 6 Ret Mil (Reg) and Rsrv/NG
- 7 Ret Mil (Non-Reg) and Rsrv/NG
- 8 Ret Mil and DC NG
- 9 DC National Guard

The Uniform Service Status field can be updated via the 006 Update Action processed in the Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web), EmpowHR, or



Front-End System Interface (FESI). The effective date and authentication date of the 006 Update Action must match the effective date and authentication date of the employee's last non-exception action on the database (e.g., actions other than details, bonuses, and awards). This information can be obtained from the employee's information on IRIS Program IR122, SF 50-B Data Elements.

Copies of military orders for the period of active duty or other acceptable evidence of military leave should be retained and attached to the copy of the T&A. Do not send such documentation to NFC. The signature on the T&A acts as certification that proper documentation to support the entry is on file.

Eligible employees are allowed 120 hours (prorated upon tour of duty for part-time employees) of regular military leave each fiscal year.

Permanent part-time employees are eligible for military leave on a prorated basis when the employee's tour of duty ranges from 16 through 32 hours per week. Use the formula below to compute military leave for those employees:

- Divide the tour of duty hours for the pay period by 2 to arrive at the weekly tour of duty hours.
- Divide the weekly tour of duty hours by 40.
- Multiply the result by 15. Carry out to three decimal places. To this total, add the military leave carryover from the database.

If the total on the T&A exceeds the computed total, the T&A will reject.

Unused military leave can be carried over from one fiscal year to the next. However, a split T&A is required at the beginning of the new fiscal year if an employee is on regular military leave on any one day during the last pay period of the fiscal year. This is done to charge regular military leave to the appropriate fiscal year. For instructions, see ***Fiscal-Year Closing*** (on page 15).

An employee could have a maximum of 240 hours of military leave available during a fiscal year (120 hours carried over from the previous fiscal year, plus 120 hours for the current fiscal year). If there are any regular military leave hours to be carried over into the new fiscal year, the timekeeper should track this data in the STAR remarks field.

Time recorded using TC 65 creates a positive balance that accumulates the military leave used.

Count only regularly scheduled workdays as beginning and ending date of regular military leave. Do not count non-workdays falling at the beginning or end of the military leave even if the military orders include these days. Only non-workdays falling between periods of regularly scheduled workdays are to be counted if the military orders so specify.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave regardless of the number of hours taken.



## **Emergency Military Leave**

Eligible employees are allowed 176 hours (22 days) of emergency military leave each calendar year. In addition, members of the National Guard of the District of Columbia (DC) are authorized military leave with pay for parades and encampments ordered under the provisions of the law. DC Parade and Encampment is recorded with TC 68, Emergency Military Leave, Transaction Descriptor 01, DC Parade and Encampment Military Leave, and any applicable prefix/suffix combinations assigned to TC 68.

The gross amount of military pay received by an employee while on emergency military duty during regularly scheduled workdays will either be collected from the employee or deducted from his/her civilian pay. Collection procedures are outlined in the Non-Automated Processing manual.

A split T&A should be prepared to charge emergency military leave to the appropriate calendar year whenever the calendar year ends on a day other than the beginning or end of a pay period. If a split T&A is not prepared, all emergency military leave used for the entire pay period will be credited to the new leave year. Any emergency military leave taken in the new calendar year must be reentered in (e.g., STAR, webTA, Paycheck8) in Pay Period 01.

At the beginning of the calendar year, only record the emergency military hours used during the new calendar year. Emergency military leave used is not carried forward from one calendar year to the next.

## **Other Leave**

Other leave includes the other types of leave for which paid absence is recorded. This includes holidays, administrative leave, etc. These types of leave are recorded using TC 66.

## **Leave Discrepancies**

A Leave Error Report is generated by the system for identifying and resolving leave discrepancies. This report does not include LWOP or AWOL discrepancies. The report is either mailed by NFC to Agency offices or printed by the Agency using CULPRIT. Contact your personnel office regarding your Agency policy.

The report identifies errors from the previous pay period's processing. Correct errors beginning Monday of pay week up to the day of transmission of the current T&A. For example, pay period XX dates are 11/3 - 11/16. Payday for Pay Period XX is 11/28. Correct Pay Period XX errors from 11/25 (Monday) through the day of transmission of T&As for Pay Period XX.

- If you receive the Leave Error Report and are responsible for correcting leave errors, determine if the T&A or the database is in error by completing a leave audit form.



- If the T&A is in error, enter the correct brought-forward balance on the current T&A being transmitted for processing. Using the example above, this would be T&As for Pay Period XX.
- If the database is in error, either you or the person designated by your Agency can correct the error in the TINQ.

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Note: Do not submit a corrected T&A for leave discrepancies which do not affect pay.

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## Recording Remarks

The Remarks section is used to enter data relating to the T&A, but not displayed on the T&A. Such data includes, but is not limited to:

- Restored annual leave balance.
- Annual and sick leave earned during the emergency period when donated leave is being used.
- Day, hour, and monetary limitation balance and used for the pay period.
- Reason for a split or corrected T&A.
- Balance, accruals, and usage of home leave as "days."
- Number of days of Continuation of Pay (COP) used (TC 67).

Enter the applicable alphanumeric remarks in this field.

## Certifying the T&A

For more information see:

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Supervisor's Signature.....	47

### ***Documentation***

OPM provides standard and optional forms for processing of Federal employee data. Agencies also use Departmental forms or other means to document employee activities (e.g., hours worked and requests for compensatory or overtime). Before a T&A is certified correct, the proper



documentation should be completed and attached to the T&A or stored in a safe place to facilitate auditing. Follow your Departmental instructions regarding certification.

### ***Timekeeper's and Employee's Signature***

If an Agency is still using the hard-copy paper version as the record for T&As, each pay period the timekeeper and employee should sign in the appropriate fields to verify that the leave charged, time worked, and nonpay status recorded are correct. An OPM 71, Application for Leave or Approved Absence, should be completed and signed by the employee and supervisor to authorize paid leave usage as necessary. Any other documentation pertinent to the process should be attached or readily available as proof.

The timekeeper should sign first and the employee second. There may be occasion when the employee is unable to sign the T&A due to absence. If the employee confirms that the data is correct, he/she should sign in the Employee's Initials field. If there is a discrepancy, it should be resolved as soon as possible to avoid having to process a corrected T&A(s) or delaying an employee's receipt of salary.

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Note: In webTA and Paycheck8, timekeepers will only process and validate T&As if an employee is out.

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### ***Supervisor's Signature***

The employee's supervisor must sign in this field to certify that the time and attendance being reported is correct. All required documentation should be attached or available for review. Any discrepancies should be addressed and resolved before signing.

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Note: The supervisor's signature is not required in webTA. However, the supervisor must certify the T&A for it to process.

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If the supervisor is not available, the T&A may be certified by another official that has been designated in writing to certify the T&A in the supervisor's absence. Some offices allow certain employees to certify their T&As because of their location.

After the T&A is certified, the data is ready to be processed.





## Field Definitions for Recording Employee Data

This section includes the following topics:

**Employee Data Field Definitions .....49**

### Employee Data Field Definitions

The Employee Data section of the T&A is used to record information which is unique to an employee. Data applicable to other areas of the T&A are also provided in this section. For information on employee data, see *Recording Employee Data* (on page 23).

Field	Description
PP (Pay Period Number)	May be used for the current pay period and 25 pay periods prior to the processing pay period for a corrected T&A. For a late unprocessed T&A, the pay period number cannot be more than five prior pay periods; otherwise, the T&A will reject. These T&As must be processed manually. A T&A for a future pay period cannot be processed.

If a T&A is received for a prior pay period for which a T&A has already been processed, it will be rejected, unless it is coded as a corrected T&A. If an identical T&A is received for the current pay period, it will be dropped. The submission of regular T&As each pay period must be consecutive by pay period number. The current T&A will not release until the last schedule if the prior pay period T&A has not been processed. (This only applies to full-time and part-time employees in active pay status.)

Pay periods are numbered consecutively on a leave year basis beginning with 01 for the first full pay period in the calendar year. If multiple pay period T&As are processed in a given pay period and only one of these T&As rejects, all others will be suspended. This system will also edit if the current processing T&A is not included in the group.

Field	Description
Ag (Agency), St (State), Town, Un (Unit) (i.e., contact point)	Identifies the location for inquiries concerning T&As and mailing of T&A-related data. The contact point appears in the heading of printouts furnished by NFC and must be shown on all T&As transmitted to NFC. The contact point consists of Agency, State, town, and unit codes. The contact point entered on the T&A must match that entered through TMGT or that on the AD-789, Update-T&A Contact Point, Address and Telephone Number; otherwise, the T&A will reject. For Agencies not having update authority through the TMGT, they should submit a completed screen shot of TMGT Table 003 with updates to: <i>NFC.TMGT@NFC.USDA.GOV.</i>



Ag (Agency)	Identifies your Agency. If unsure of your Agency code, contact your personnel office.
ST (State)	Identifies the State (within or outside the continental United States). A list of State codes is contained in the U.S. General Services Administration (GSA) Worldwide Geographic Location Codes Handbook and TMGT, Table 16.
Town	Identifies the city location code contained in the GSA Worldwide Geographical Location Codes Handbook. If a city code is not shown in the GSA Handbook, contact your personnel office to obtain the appropriate code.
Un (Unit)	Identifies the unit by an Agency-assigned number. The unit code is assigned by the Agency to identify each contact point location within a town.
Tk (Timekeeper)	Identifies the individual timekeeper within a unit by an Agency-assigned number. Use of this code is optional, as directed by the Agency.
G, W, O (Pay Plan)	Indicates an employee's scheduled rate of pay. This is established in the database by the processing of a personnel action. The code entered on the T&A must agree with the code in the database. Each pay plan is categorized into one of three groups: General Schedule (GS), Wage Grade (WG), and Other.
F, P, I, 40 (Work Schedule)	Identifies the employee's work schedule. This code is established in the database by the processing of a personnel action. The code entered on the T&A must agree with the code in the database. The type of employment is a primary factor used in determining the employee's entitlement to various benefits.

Complete only the field applicable to the employee as described by one of the following:

**Full Time.** Full time employee.

**Part Time.** Part time employee.

**Intermittent 6.** An intermittent employee who substitutes for a full-time employee.

**1st 40 Hours.** The first 40 hours of work performed in a week defines the tour of duty for that particular week.

Field	Description
ST (Start) EN (End)	Valid values are <b>01–14</b> . This entry indicates the effective <b>day</b> of the pay period for a change in status (e.g., the effective day of a personnel action, and service year). This is not the effective date. A pay period begins on Sunday, continues for 14 days, and ends on the second Saturday of the 2-week period. The days of the pay period are numbered consecutively with <b>01</b> representing the first Sunday of the pay period, <b>02</b> representing the first Monday, and so on, with <b>14</b> representing the last Saturday of the 2-week period. Many edits are performed against the T&A and the employee's database record to assure that a matching personnel action exists. Complete the St and End fields for single and split T&As, as appropriate.

For a regular T&A, the Start/End fields should be completed as follows:



The Start field should be completed for an accession action effective on any day other than the first day of the pay period. The pay period day (02-14) reflects the effective day of the accession.

The pay period day (01-14) reflects the beginning day of a status change.

The End field should be completed for a separation action effective any day other than the last day of the pay period. If the End field does not equal the effective day of the separation, the T&A will reject.

The pay period day (01-14) reflects the ending day of a status change.

Field	Description
S/S (Social Security Number)	Employee's SSN as recorded in the database. If the employee does not have a SSN, enter the Agency-assigned identification number. This is a temporary number to be used until the employee obtains a permanent SSN. The Agency-assigned identification number will be entered on the T&A until the personnel office processes a personnel action changing the temporary identification number to the permanent SSN. The personnel office should contact you when this occurs.

Example: The timekeeper was notified that the personnel action to report the employee's SSN was transmitted for processing effective Pay Period 10. The Agency-assigned identification number would be entered in the SSN field for the T&A being submitted for Pay Period 10. In addition, enter **Employee's SSN will change to XXX-XX-XXXX next pay period** in the remarks section. The employee's permanent SSN must be entered on all subsequent T&As. If not, the T&A will reject.

When preparing the first T&A for a new employee, be sure the SSN on the T&A matches the SSN on the personnel action.

Field	Description
N (Name)	Employee's name (e.g., last name, first name, and middle initial). Nicknames and titles (Mr., Mrs., Ms., Dr., Prof., etc.) should not be used. The name should be entered in the same way each time a T&A is completed for the employee. The name on the T&A should match the name on the personnel action.



<p>FS (FEGLI Shift)</p>	<p>Data in this field is used to calculate the annual FEGLI coverage amount for FWS employees based on the shift of the pay period worked.</p> <p>This field is also used by GS employees who exceed the earnings limitation in a pay period as a result of emergency work performed. See the Federal Employee Pay Comparability Act (FEPCA) of 1990, Section 204. See PINQ Program PQ061, PACS Above Earnings, for data related to exceeding the biweekly earnings limitation.</p> <p>If the employee is coded as a GS employee, the valid values are <b>Blank, Normal T&amp;A, and Exceed Biweek.</b></p> <p>If the employee is coded as a FWS employee, the valid values are <b>First Shift, Second Shift, Third Shift, and Varied Shift.</b></p>
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Note: The rate amount for this shift must be entered on a personnel action by the personnel office.

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Field	Description
<p>AL (Advance Leave)</p>	<p>Indicates if an employee has been granted advanced annual and/or sick leave. Once a T&amp;A has been initially coded for advanced leave, each T&amp;A must also be coded for all following pay periods until the advanced leave has been repaid.</p>

Normally, the balance field in the Leave section of the T&A shows a plus (positive) balance of zero or greater. However, if an employee has been authorized to use annual or sick leave before it is earned, the Balance field contains a minus (negative) balance. The negative is reduced each pay period by the number of leave hours earned until a positive balance of zero or greater is obtained.

In all cases, the employee must also be assigned to a full-time or part-time work schedule.

Complete the Advance Leave field when advanced leave is initially used and whenever a negative balance is contained in the Balance field. If an employee is separating, the personnel office should notify NFC of the employee's indebtedness for the advanced leave. The T&A should be submitted promptly to the personnel office who in turn sends it to NFC with Form AD-343, Payroll Action Request, attached.

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Note: It is not necessary for Agencies using SPPS mainframe to notify NFC.

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Valid values are **No Advance Leave, Annual Leave, Sick Leave, and Annual/Sick Leave.**

#### **No Advance Leave**

This code indicates a T&A with no advanced leave.



## Annual Leave

This code indicates that an employee has been granted advanced annual leave or if a negative annual leave balance is reported in the Annual Leave Balance field.

The amount of annual leave that may be advanced depends upon the employee's employment status. An employee with a permanent employment status may be granted advanced annual leave not to exceed the total number of leave hours the employee will earn through the remainder of the leave year. An employee with a temporary employment status may be granted advanced annual leave not to exceed the total number of annual leave hours the employee will earn through the remainder of the year or through the remaining period of employment, whichever ends first.

## Sick Leave

This code indicates that an employee has been advanced sick leave or if a negative balance is reported in the Sick Leave Balance field.

The amount of sick leave that may be advanced depends upon the employee's employment status.

- An employee with a permanent employment status may be granted advanced sick leave not to exceed 240 hours.
- A FLSA employee who is entitled to scheduled standby (Special Employee Code 01) may be granted 720 hours; a FLSA employee who is entitled to scheduled standby and authorized overtime (Special Employee Code 03) may be granted 336 hours.
- An employee with a temporary employment status may be granted advanced sick leave not to exceed the total number of sick leave hours an employee will earn through the remaining period of employment.

## Annual/Sick Leave

This code indicates that an employee has been granted both advanced annual and sick leave or if a negative annual leave and a negative sick leave balance are reported in the Annual and Sick Leave Balance fields.

Field	Description
O (New Employee)	Field must be checked if a newly gained employee was administered the Oath of Office upon his/her appointment. The personnel office can confirm whether or not the Oath of Office was administered. (If in doubt, contact your personnel office.) A checkmark will appear in this field.

If this field is checked, a personnel action must be processed and the ST field may also need to be completed. Also, an AD-349, Employee Address, must be processed by the personnel office for tax and check mailing (for other than financial institution purposes).

Do not check this field if the employee is gained through a reassignment within the Department.



Field	Description
F (Final T&A)	Click the down arrow to indicate if this is the final T&A for an employee or to indicate FLSA information for Department of Justice employees.

### Non-Department of Justice Employees

Valid values for non-Department of Justice employees are **Not Final T&A** and **Final T&A**. This entry indicates the final T&A for an employee who is being separated (e.g., resignation, termination, retirement, death, transfer to another Department). If this field is completed, a personnel action must also be processed and the End field may also need to be completed on the T&A. Do not code this T&A as final if an employee is being reassigned within the Department.

### Department of Justice and Internal Revenue Service Employees

Valid values for Department of Justice employees are:

- Not Final T/A
- Final T/A
- 1st Week FLSA (first week FLSA code change exempt to nonexempt)
- 1st Wk + Final (first week FLSA code change exempt to nonexempt and final T&A)
- 2nd Week FLSA (second week FLSA code change exempt to nonexempt)
- 2nd Wk + Final (second week FLSA code change exempt to nonexempt and final T&A)
- Both week FLSA (both weeks FLSA code change exempt to nonexempt)
- Both Wk + Final (both weeks FLSA code change exempt to nonexempt and final T&A)

### Standby/AUO/Avail Pay

Field	Description
Flag	Click this field if the employee is eligible for standby/AUO hours. Standby/AUO hours are hours and pay differential entitlements for employees who receive premium pay on an annual basis for AUO or regularly scheduled standby duty. A checkmark will appear in this field. The default is blank for this field.
AUO1 (1st Week)	Identifies the number of standby/AUO hours authorized for the first week of the pay period. Valid values are <b>01-40</b> .
2 (2nd Week)	Identifies the number of standby/AUO hours authorized for the second week of the pay period. Valid values are <b>01-40</b> .



% (Percent Premium)	Used to record the percentage of pay differential entitlements that will be used to compute the employee's pay for Standby/AUO worked. Valid values are 02, 05, 07, 10, 12, 15, 17, 20, 22, 25, or 99.  If the entitlement results in a fractional percentage (17 1/2, 22 1/2, etc.) because of Sunday work, do not enter the fraction. The differential pay will automatically be computed at the fractional rate when processed. These fields should only be used when an employee's standby/AUO status begins, changes, or ends.
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Note: Continuing Standby/AUO payments can only be started on an original T&A. For information regarding FLSA meal periods, see TC 17, Prefix 11. Beginning, changing, or ending standby/AUO may be corrected through a corrected T&A.

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### **Beginning the Standby/AUO**

An employee must be coded as eligible in the database to be paid premium pay on an annual basis for standby/AUO. Eligibility established on the personnel action will determine whether the employee receives standby or AUO. Confirm with the personnel office for employee eligibility, if in doubt. If not coded, the T&A will reject in the system. Complete the AUO field for the pay period in which the standby/AUO status begins. Enter the number of scheduled standby/AUO hours for each week of the pay period in the AUO 1 and 2 first week and second week hours fields. Enter the percentage used to compute the pay differential entitlements in the % (percent) field. The pay differential entitlements are computed based upon the percentage that was entered.

### **Changing the Standby/AUO**

When an employee's previously reported weekly scheduled standby/AUO hours and/or percentage change, complete all of the Standby/AUO fields to reflect the new hours and/or percentage. Enter the change on the T&A for the pay period in which the change is effective.

Complete all three blocks (AUO1, 2, %) even if only one block is changing. The completion requirements to change the Standby/AUO are the same as Begin Standby/AUO.

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Note: When the AUO percentage is changed on an employee's T&A, a personnel action with the 818, Nature of Action Code, Administratively Uncontrollable Overtime, will be generated by the NFC PPS. A form SF 50-B, Notification of Personnel Action, will also be generated to document the action.

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### **Ending the Standby/AUO**

Enter 99 in the % (percent) field on the T&A being prepared for the pay period after the employee's standby/AUO status is terminated. Do not complete the AUO 1 and 2 fields. Entitlement is discontinued when a personnel action is processed terminating eligibility.

### **Corrected T&As for AUO**

Use the following instructions to prepare a corrected T&A for AUO information that was previously omitted or entered incorrectly:



- Enter the AUO percentage and hours in the AUO 1, 2, and % fields on each corrected T&A if different from the entry which was authorized for the last pay period(s) it was paid (original, corrected, or revalidated T&A). AUO can be paid via a corrected T&A even if it was not paid on the original T&A, only if the employee is coded as eligible for AUO in his/her personnel record for the pay period covered by the corrected T&A.

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Note: Continuing AUO payments cannot be started via a corrected T&A.

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- Enter **99** in the % field and leave the AUO 1 and 2 fields blank on each corrected T&A when AUO was paid for the pay period being corrected, but should not have been paid.

### Recording Availability Pay

Availability pay is a form of premium pay for covered criminal investigators and replaces AUO for these employees. Availability pay is fixed at 25 percent of an employee's basic pay. Special Employee Code 26 alerts the system that an employee is entitled to availability pay.

- Do not complete the AUO field to start availability payment. Payment will be based on Special Employee Code 26 reflected on the personnel action. The system will calculate payment from base hours in a pay status at the rate of 25 percent.
- For tracking purposes only, the following Departments may enter 41 in the TC field and the number of availability hours worked in the applicable Week 1/Week 2 field(s). These hours **will not** be used for payment.

Department of Justice

Department of the Treasury

Department of Commerce

Small Business Administration

- Do not complete the AUO field to stop availability payment. Payment will be discontinued based on personnel action processing.

Continuance of availability pay for certain training, travel, excused absence, and paid leave is based on Agency discretion. As a result, employees may be entitled to partial availability payments. Refer to Federal/Agency regulations for more information.

Enter the number of hours **to be paid** and the percentage rate (25) on the T&A. For example, an employee is entitled to only 40 hours of availability pay because of training in the first week of the pay period. Enter **00** in the AUO 1 field and **40** in the AUO 2 field. Enter **25** in the % (percent) field.

If entitlement is discontinued for a full pay period, enter **00** in both the AUO 1 and AUO 2 fields. Enter **25** in the % (percent) field.



Note: Do not code the following T&A to resume full payment. The system automatically reverts to the number of hours paid prior to the change.

Field	Description
AC (Accounting Data Usage Code)	<p>Each employee's database record contains appropriations and accounting information used to disburse and charge an employee's pay and related expenditures to the proper accounting records. The Accounting Data Usage Code field is completed to alert the system when accounting data will be entered on the T&amp;A. This field also reflects when accounting data entered on the T&amp;A is a temporary change and is to be used for one pay period only or whether it is to be used to update and change the accounting information contained in the employee's database. Valid values are <b>Blank</b>, <b>1</b>, and <b>2</b>.</p> <ul style="list-style-type: none"> <li>• <b>Blank</b>. Do not complete this field if accounting data is entered on the T&amp;A. If this field is left blank, complete the Accounting Data fields for each line containing information (e.g., TC, first and second week hours contain entries). The accounting information is treated as temporary information and is not used to update or change the accounting data stored in an employee's database record.</li> <li>• <b>Code 1</b>. Used if the accounting data entered on the T&amp;A is to be stored in an employee's database record. When Code 1 is used, the accounting data is entered only on the first line of transactions. Only one line of accounting data may be stored. Accounting data cannot be stored on a corrected T&amp;A.</li> <li>• <b>Code 2</b>. Used if the accounting data last stored in an employee's database is to be used. The accounting data fields must be blank if 2 is contained in this field.</li> </ul>
DA (Days Worked)	<p>Click the down arrow to select the number of days the employee was in pay status. Valid values are <b>00-14</b>.</p>

Complete this field if an employee is coded intermittent in the Work Schedule field or has an appointment limitation for days.

Each day in pay status is counted as 1 day. Days in pay status are counted for any day in which pay is received regardless of the number of hours worked, including:

- Each day of paid absence (holidays and days for which pay is received)
- Any day normally considered as a non-duty day in which an employee worked overtime and received pay

When an employee has an appointment limitation for days, there must be an entry of 01 through 14 in the Days Worked field unless the employee was on LWOP (TC 71), AWOL (TC 72), suspension (TC 73), or furlough (TC 74) for the entire pay period. In such cases, **00** would be entered in the Days Worked field.

Note: The days in pay status on the T&A must not exceed the number of days remaining in the employee's appointment limitation.



You should maintain a running total of monies, hours, and days worked for all employees with appointment limitations to assure these employees do not exceed their limitation. The total may be entered in the remarks section of the T&A.

Note: The appropriate personnel action should be submitted prior to reaching the not-to-exceed (NTE) date. Do not allow these employees to work beyond these dates.

Field	Description
CS (Corrected Record)	System generated in STAR Web to indicate a corrected T&A. For more information on preparing a corrected T&A, refer to Title I, Chapter 7, Section 5, STAR.
CMP (AWS)	Indicates if an employee is placed in or removed from an AWS.

Listed below is a table with the codes that reflect the employee's AWS:

Code	Definition
3	Four 10-hour workdays per workweek - 4/10
5	Nine workdays (eight 9-hour days and one 8-hour day) - 5/4/9
7	Variable workday hours within a 40-hour workweek (flexitour, flexitour with credit hours, gliding work schedule, variable day)
8	Variable workweek hours within an 80-hour pay period (maxiflex, variable week)
9	Reset-Return to regular workday/workweek schedule

For a full-time employee with a 9-workday AWS (Code 5), the hours worked and leave used each week must be within 35 (minimum) and 45 (maximum) unless a personnel action is effective that may allow otherwise (e.g., accession, separation, change in tour in the middle of the pay period).

Complete this field on the first pay period in which an AWS begins, changes, or terminates.



## Appendix A. Transaction Code Table

Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	01		Regular Time	X				R
97	01		Regular-Scuba Diving 175% (Department of Commerce, wage system employees)			X		R
	01	5	Additional Compensation at Basic Rate (U.S. Capitol Police)	X				R
	01	9	Training for Employees with Hourly Limitations	X				R
	04		Sunday Differential (Diff)			X		R
01	04		Sunday Diff for Protective Services (Department of the Treasury; (Treasury), Secret Service; U.S. Customs Service; Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); and Internal Revenue Service (IRS))			X		R
50	04		Sunday Diff at 50% (U.S. Customs Service)			X		R
97	04		Sunday-Scuba Diving 175% (Department of Commerce, wage system employees)			X		R
	05		Sunday Differential With Night Diff			X		R
01	05		Sunday Diff With Night Diff for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)			X		R
	11		Night Diff			X		R
01	11		Night Diff for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)			X		R
05	11		Night Diff at 15% (U.S. Customs Service)			X		R
10	11		Night Diff at 20% (U.S. Customs Service)			X		R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
15	11		Night Diff at 15% (U.S. Customs Service)			X		R
20	11		Night Diff at 20% (U.S. Customs Service)			X		R
	11	09	Night Diff Training	X				R
	12		Night Diff Compensatory Time			X		R
	13		Night Diff Sunday Double Time			X		R
	14		Hazard Pay Diff			X		R
	16		Other Pay	X				R
	16	1	Penalty Pay Regular	X				R
	16	2	Penalty Pay Premium	X				R
	16	3	Scuba Diving	X				R
	16	4	Port Pay	X				R
	16	5	Tank Cleaning Oil Regular	X				R
	16	6	Tank Cleaning Oil Premium	X				R
	16	7	Launch Operations	X				R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	16	8	Dirty Work Regular	X				R
	16	9	Dirty Work Premium	X				R
	17		Commute Use Government Auto				X	R
10	17		Transit Subsidy				X	R
11	17		FLSA Meal Periods (Treasury and Department of Justice (DOJ), law enforcement nonexempt FLSA employees)				X	R
12	17		FLSA Other Travel (Treasury and DOJ, law enforcement nonexempt FLSA employees)	X				R
13	17		FLSA Training (DOJ and Treasury)	X				R
14	17		FLSA UD Roll Call (Treasury and DOJ, law enforcement nonexempt FLSA employees)	X				R
15	17		FLSA Home to Work Travel (Treasury and DOJ, law enforcement nonexempt FLSA employees)				X	R
16	17		FLSA Other Hours ( Treasury and DOJ, law enforcement nonexempt FLSA employees)	X				R
17	17		Suffered/Permitted Duty (DOJ and Treasury)	X				R
18	17		FLSA Meal Periods During Non AUO Overtime and Compensatory Time (DOJ, law enforcement nonexempt employees)				X	R
19	17		Excludable AUO Days (DOJ)				X	R
21	17		Place on Furlough (IRS)		X			R
22	17		Placement in Pay Status (IRS)				X	R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
37	17		1911 For Continuation of Pay (U.S. Customs Service)				X	R
38	17		1911 Hours - Intermittent (U.S. Customs Service)				X	R
40	17		INS 1931 Act O/T - Air/Sea Weekdays (Immigration and Naturalization Service (INS))	X				R
41	17		INS 1931 Act O/T Land Border Weekdays (INS)	X				R
42	17		INS 1931 Act O/T Not Worked (INS)	X				R
43	17		INS 1931 Act O/T - Air/Sea Sunday/Holiday (INS)	X				R
44	17		INS 1931 Act O/T Land Border Sun/Hol (INS)	X				R
45	17		Continuation of Pay (U.S. Customs Service)				X	R
46	17		Military or Court Leave (U.S. Customs Service)				X	R
50	17		Travel Reimbursements				X	R
71	17		BPAPRA Within Tour OT Substitution for LWOP, (U.S. Customs and Border Protection)	X				R
80	17		BPAPRA Within Tour OT Worked (U.S. Customs and Border Protection)	X				R
83	17		BPAPRA Within Tour OT Not Worked (U.S. Customs and Border Protection)				X	R
84	17		BPAPRA Training Credit (U.S. Customs and Border Protection)				X	R
85	17		BPAPRA Canine Care (U.S. Custom and Border Protection)				X	R
86	17		BPAPRA Within Tour OT-Exempt (U.S. Customs and Border Protection)				X	R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
87	17		Irregular OT-Substitute for Debt (U.S. Customs and Border Protection)				X	R
88	17		Irregular OT-Substitute for LWOP (U.S. Customs and Border Protection)				X	R
	17	1	Sales Commissions (Smithsonian Institution)				X	R
	17	4	Incentive Pay (Bureau of the Census and Bureau of the Public Debt)				X	R
	17	5	Ship Inspection Overtime Pay (Federal Communications Commission)	X				R
	17	6	Services/Payment (Senate Restaurants)				X	R
	17	7	Tips-Cash Received (Senate Restaurants)				X	R
	17	8	Chauffeur Driven Auto				X	R
	17	9	Parking				X	R
	18		Overtime Grain Appeal (Federal Grain Inspection Service)	X				R
	19		Overtime Over 8	X				R
01	19		Overtime Over 8 for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)			X		R
97	19		Overtime-Scuba Diving 175% (Department of Commerce, wage system employees)			X		R
	21		Overtime-Premium Rate	X				R
01	21		Overtime-Premium Rate for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)	X				R
11	21		Forest Service Emergency Fire Suppression (Forest Service)	X				R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
17	21		BPAPRA OT Substitution for Within Tour OT Not Worked (U.S. Customs and Border Protection)				X	R
20	21		Overtime Paid at Double Rate (U.S. Customs Service)	X				R
22	21		Call Back OT Paid at Double Rate (U.S. Customs Service)	X				R
30	21		Commute OT Triple Rate (U.S. Customs Service)				X	R
71	21		BPAPRA OT Substitution for LWOP, AWOL, Suspension or Furlough (U.S. Customs and Border Protection)	X				R
83	21		Overtime Used to Repay Debt (U.S. Customs and Border Protection)	X			X	
97	21		Overtime-Scuba Diving 175% (Department of Commerce, wage system employees)			X		R
	22		Overtime Double for Sunday Work (Animal and Plant Health Inspection Service)	X				R
	23		Overtime Travel Under FLSA	X				R
	24		Overtime Travel Under Title V	X				R
	25		Overtime Over 40 With Night Diff	X				R
01	25		Overtime Over 40 With Night Diff for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)	X				R
	26		Overtime Over 8 With Night Diff	X				R
	27		Overtime Plus 10% of Overtime Rate	X				R
	29		Credit Hours Worked	X				R/O



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	30		Overtime Call Back No Work Performed				X	R
	31		Holiday Worked	X				R
01	31		Holiday Worked for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)	X				R
10	31		Holiday Pay Regular Rate (U.S. Customs Service)	X				R
97	31		Holiday-Scuba Diving 175% (Department of Commerce, wage system employees)			X		R
	32		Compensatory Time Worked	X				R/O
77	32		Compensatory Time Worked Religious	X				O
78	32		Compensatory Time for Travel	X				R/O
80	32		BPAPRA Compensatory Time Earned (U.S. Customs and Border Protection)	X				R/O
	32	5	Comp Time Worked at Base Rate (U.S. Capitol Police)	X				O
	32	6	Comp Time Worked on Holiday (U.S. Capitol Police)	X				O
	33		Overtime Call Back No Work on Sunday				X	R
	35		Union/Contract Negotiations				X	R
05	35		Union/Contract Negotiations at 15% (U.S. Customs Service)				X	R
10	35		Union/Contract Negotiations at 20% (U.S. Customs Service)				X	R
15	35		Union/Contract Negotiations at 15% (U.S. Customs Service)				X	R
20	35		Union/Contract Negotiations at 20% (U.S. Customs Service)				X	R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
50	35		Union/Contract Negotiations at 50% (U.S. Customs Service)				X	R
	36		Union/Midterm Negotiations				X	R
05	36		Union/Midterm Negotiations at 15% (U.S. Customs Service)				X	R
10	36		Union/Midterm Negotiations at 20% (U.S. Customs Service)				X	R
15	36		Union/Midterm Negotiations at 15% (U.S. Customs Service)				X	R
20	36		Union/Midterm Negotiations at 20% (U.S. Customs Service)				X	R
50	36		Union/Midterm Negotiations at 50% (U.S. Customs Service)				X	R
	37		Union/Ongoing Labor Management Relations (LMR) Activity				X	R
05	37		Union/Ongoing LMR Activity at 15% (U.S. Customs Service)				X	R
10	37		Union/Ongoing LMR Activity at 20% (U.S. Customs Service)				X	R
15	37		Union/Ongoing LMR Activity at 15% (U.S. Customs Service)				X	R
20	37		Union/Ongoing LMR Activity at 20% (U.S. Customs Service)				X	R
50	37		Union/Ongoing LMR Activity at 50% (U.S. Customs Service)				X	R
	38		Union/Grievance/Appeal Representation				X	R
05	38		Union/Grievances/Appeals Representation at 15% (U.S. Customs Service)				X	R
10	38		Union/Grievances/Appeals Representation at 20% (U.S. Customs Service)				X	R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
15	38		Union/Grievances/Appeals Representation at 15% (U.S. Customs Service)				X	R
20	38		Union/Grievances/Appeals Representation at 20% (U.S. Customs Service)				X	R
50	38		Union/Grievances/Appeals Representation (U.S. Customs Service)				X	R
	39		Shore Leave Earned (Department of Commerce)		X			O
	40		Home Leave Earned		X			O
	41		Premium Pay on an Annual Basis Differential in Lieu of Overtime (DLO)	X				R
01	41		Premium Pay on an Annual Basis (DLO) for Protective Services (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)	X				R
11	41		BPAPRA Supplemental Pay 25% (U.S. Customs and Border Protection)	X				R
12	41		BPAPRA Supplemental Pay 12.5% (U.S. Customs and Border Protection)	X				R
	45		Cost of Living Allowance			X		O
	46		Post Diff			X		O
	47		Stop Cost of Living Allowance			X		O
	48		Stop Post Diff			X		O
	49		Remote Worksite Allowance			X		R
	49	3	Quarters Allowance Not Taxable			X		R
	49	4	Quarters Allowance Taxable			X		R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	49	9	Danger Pay Allowance			X		R
	50		Credit Hours		X			R
	51	1	Uniform Allowance - Taxable			X		R
	51	2	Separate Maintenance Allowance - Non Taxable			X		R
	51	3	Separate Maintenance Allowance - Taxable			X		R
	51	8	Uniform Allowance - Tax Exempt			X		R
	54		Telework	X				R
	59		Shore Leave (Department of Commerce)		X			R
	60		Compensatory Time Used - Religious Observance		X			R
5	60		Comp Time Used - Rel. Obsrvnc. at 15% (U.S. Customs Service Only)			X		R
10	60		Comp Time Used - Rel. Obsrvnc. at 20% (U.S. Customs Service)			X		R
15	60		Comp Time Used - Rel. Obsrvnc. at 15% (U.S. Customs Service)			X		R
20	60		Comp Time Used - Rel. Obsrvnc. at 20% (U.S. Customs Service)			X		R
50	60		Comp Time Used - Rel. Obsrvnc. at 50% (U.S. Customs Service)			X		R
	61		Annual Leave		X			R
05	61		Annual Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
05	61	2	Annual Leave (w/Night Diff at 15%) (Salaries & Expenses Funds (S&E)/Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Customs Officers Pay Reform Act (COPRA))			X		R
10	61		Annual Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
10	61	2	Annual Leave (w/Night Diff at 20%) (S&E/COBRA) (COPRA)			X		R
15	61		Annual Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
15	61	2	Annual Leave (w/Night Diff at 15%) (COPRA)			X		R
20	61		Annual Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
20	61	2	Annual Leave (w/Night Diff at 20%) (COPRA)			X		R
50	61		Annual Leave (w/Night Diff at 50%) (U.S. Customs Service)			X		R
61	61		Annual Leave Donated				X	R
	61	1	Annual Leave (7 a.m. to 3 p.m.) WG-Shift 1			X		R
	61	2	Annual Leave (3 p.m. to midnight) WG-Shift 2			X		R
	61	3	Annual Leave (11 p.m. to 8 a.m.) WG-Shift 3			X		R
	62		Sick Leave		X			R
05	62		Sick Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
10	62		Sick Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
15	62		Sick Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
20	62		Sick Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
50	62		Sick Leave (w/Sunday Diff 50%) (U.S. Customs Service)			X		R
62	62		Federal Employees Family Friendly Leave Act					R
63	62		Disabled Veteran Leave					R
	63		Restored Annual Leave		X			R
05	63		Restored Annual Leave (w/Night Diff at 15%) (U.S. Customs Service)				X	R
10	63		Restored Annual Leave (w/Night Diff at 20%) (U.S. Customs Service)				X	R
15	63		Restored Annual Leave (w/Night Diff at 15%) (U.S. Customs Service)				X	R
20	63		Restored Annual Leave (w/Night Diff at 20%) (U.S. Customs Service)				X	R
50	63		Restored Annual Leave (w/Sunday Diff at 50%) (U.S. Customs Service)				X	R
61	63		Restored Annual Leave Donated				X	R
	64		Compensatory Leave		X			R
71	64		BPAPRA Compensatory Leave Used Substitution for LWOP, AWOL Suspension and Furlough (U.S. Customs and Border Protection)	X				R
78	64		Compensatory Travel		X			R
80	64		BPAPRA Compensatory Leave Used (U.S. Customs and Border Protection)		X			R
83	64		BPAPRA Compensatory Leave Used-Debt Repayment (U.S. Customs and Border Protection)		X			R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	65		Regular Military Leave		X			R
05	65		Regular Military Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
10	65		Regular Military Leave (w/Night Diff at 20%) (U.S. Customs Service)					R
15	65		Regular Military Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
20	65		Regular Military Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
50	65		Regular Military Leave (w/Night Diff at 50%) (U.S. Customs Service)			X		R
	66		Other Leave		X			R
01	66		Other Leave (Treasury, Secret Service, U.S. Customs Service, ATF, and IRS)		X			R
05	66		Other Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
10	66		Other Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
15	66		Other Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
20	66		Other Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
50	66		Other Leave (w/Sunday Diff at 50%) (U.S. Customs Service)			X		R
61	66		Time Off Awards		X			R
	67		Injury Leave		X			R
05	67		Injury Leave at 15% (U.S. Customs Service)			X		R
10	67		Injury Leave at 20% (U.S. Customs Service)			X		R



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
15	67		Injury Leave at 15% (U.S. Customs Service)			X		R
20	67		Injury Leave at 20% (U.S. Customs Service)			X		R
50	67		Injury Leave at 50% (U.S. Customs Service)			X		R
	68		Emergency Military Leave		X			R
05	68		Emergency Military Leave (w/Night Diff at 5%) (U.S. Customs Service)			X		R
10	68		Emergency Military Leave (w/Night Diff at 10%) (U.S. Customs Service)			X		R
15	68		Emergency Military Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
20	68		Emergency Military Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
50	68		Emergency Military Leave (w/Night Diff at 50%) (U.S. Customs Service)			X		R
	69		Home Leave		X			R
05	69		Home Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
10	69		Home Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
15	69		Home Leave (w/Night Diff at 15%) (U.S. Customs Service)			X		R
20	69		Home Leave (w/Night Diff at 20%) (U.S. Customs Service)			X		R
50	69		Home Leave (w/Sunday Diff at 50%) (U.S. Customs Service)			X		R
	70		Logging-Forfeiture of Pay (Department of Commerce)				X	R
	71		Leave Without Pay		X			O



Prefix	Code	Suffix	Description	Hours Worked	Leave/ Nonpay Status	Allow/ Diff	Other	Pay Status Reg/ Other
	72		Absence Without Official Leave		X			O
	73		Suspension		X			O
	74		Furlough		X			O
	89		Imprest Fund				X	R
	91		Quarters				X	R
	92		Meals			X		R





## Appendix B. Part-Time Employee Annual Leave Accrual

### Category 4 (Less Than 3 Years)

Hours of Leave Earned and Carried Forward to the Next Pay Period

Hours in Pay Status	Leave Hours Earned	Carryover Hours
1	0	1
2	0	2
3	0	3
4	0	4
5	0	5
6	0	6
7	0	7
8	0	8
9	0	9
10	0	10
11	0	11
12	0	12
13	0	13
14	0	14
15	0	15
16	0	16
17	0	17
18	0	18
19	0	19
20	1	0
21	1	1
22	1	2



Hours in Pay Status	Leave Hours Earned	Carryover Hours
23	1	3
24	1	4
25	1	5
26	1	6
27	1	7
28	1	8
29	1	9
30	1	10
31	1	11
32	1	12
33	1	13
34	1	14
35	1	15
36	1	16
37	1	17
38	1	18
39	1	19
40	2	0
41	2	1
42	2	2
43	2	3
44	2	4
45	2	5
46	2	6
47	2	7
48	2	8



Hours in Pay Status	Leave Hours Earned	Carryover Hours
49	2	9
50	2	10
51	2	11
52	2	12
53	2	13
54	2	14
55	2	15
56	2	16
57	2	17
58	2	18
59	2	19
60	3	0
61	3	1
62	3	2
63	3	3
64	3	4
65	3	5
66	3	6
67	3	7
68	3	8
69	3	9
70	3	10
71	3	11
72	3	12
73	3	13
74	3	14



Hours in Pay Status	Leave Hours Earned	Carryover Hours
75	3	15
76	3	16
77	3	17
78	3	18
79	3	19
80	4	0

**Category 6 (More Than 3 Years and Less Than 15 Years)**

Hours of Leave Earned and Carried Forward to the Next Pay Period

Hours in Pay Status	Leave Hours Earned	Carryover Hours
1	0	1
2	0	2
3	0	3
4	0	4
5	0	5
6	0	6
7	0	7
8	0	8
9	0	9
10	0	10
11	0	11
12	0	12
13	1	0
14	1	1
15	1	2
16	1	3



Hours in Pay Status	Leave Hours Earned	Carryover Hours
17	1	4
18	1	5
19	1	6
20	1	7
21	1	8
22	1	9
23	1	10
24	1	11
25	1	12
26	2	0
27	2	1
28	2	2
29	2	3
30	2	4
31	2	5
32	2	6
33	2	7
34	2	8
35	2	9
36	2	10
37	2	11
38	2	12
39	3	0
40	3	1
41	3	2
42	3	3



Hours in Pay Status	Leave Hours Earned	Carryover Hours
43	3	4
44	3	5
45	3	6
46	3	7
47	3	8
48	3	9
49	3	10
50	3	11
51	3	12
52	4	0
53	4	1
54	4	2
55	4	3
56	4	4
57	4	5
58	4	6
59	4	7
60	4	8
61	4	9
62	4	10
63	4	11
64	4	12
65	5	0
66	5	1
67	5	2
68	5	3



Hours in Pay Status	Leave Hours Earned	Carryover Hours
69	5	4
70	5	5
71	5	6
72	5	7
73	5	8
74	5	9
75	5	10
76	5	11
77	5	12
78	6	0
79	6	1
80	6	2

**Category 8 (15 Plus Years)**

Hours of Leave Earned and Carried Forward to the Next Pay Period

Hours in Pay Status	Leave Hours Earned	Carryover Hours
1	0	1
2	0	2
3	0	3
4	0	4
5	0	5
6	0	6
7	0	7
8	0	8
9	0	9
10	1	0
11	1	1



Hours in Pay Status	Leave Hours Earned	Carryover Hours
12	1	2
13	1	3
14	1	4
15	1	5
16	1	6
17	1	7
18	1	8
19	1	9
20	2	0
21	2	1
22	2	2
23	2	3
24	2	4
25	2	5
26	2	6
27	2	7
28	2	8
29	2	9
30	3	0
31	3	1
32	3	2
33	3	3
34	3	4
35	3	5
36	3	6
37	3	7



Hours in Pay Status	Leave Hours Earned	Carryover Hours
38	3	8
39	3	9
40	4	0
41	4	1
42	4	2
43	4	3
44	4	4
45	4	5
46	4	6
47	4	7
48	4	8
49	4	9
50	5	0
51	5	1
52	5	2
53	5	3
54	5	4
55	5	5
56	5	6
57	5	7
58	5	8
59	5	9
60	6	0
61	6	1
62	6	2
63	6	3



Hours in Pay Status	Leave Hours Earned	Carryover Hours
64	6	4
65	6	5
66	6	6
67	6	7
68	6	8
69	6	9
70	7	0
71	7	1
72	7	2
73	7	3
74	7	4
75	7	5
76	7	6
77	7	7
78	7	8
79	7	9
80	8	0



## Appendix C. Transaction Code Instructions

<b>Transaction Code:</b>	<b>TC 01, Regular Time</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	All employees
<b>Rate:</b>	Basic hourly rate of pay

### Description:

This TC is used to record the regularly scheduled tour-of-duty hours an employee worked during the basic workweek.

### Maximum Hours Per Pay Period

TC 01 hours reported for the pay period cannot exceed 80 hours.

### Fill-in Hours

A full-time or part-time employee who is on AWOP during the basic workweek must "fill in" the hours of nonpay status before any work performed outside scheduled basic work hours can be paid as overtime. Use TC 01 to record any fill-in hours of work that full-time or part-time employees perform outside the basic workweek. The fill-in hours reported using TC 01 should not exceed the number of hours reported against AWOP. See TC 19 for additional information about fill-in hours.

### Transaction Code Descriptors

One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	Detail	Employee is temporarily assigned to work in another organization or office.
02	Light Duty (Injury)	Employee returns to work from OWCP injury, but is limited to light duty work.
03	Light Duty (Illness)	Employee returns to work from OWCP illness, but is limited to light duty work.



04	Training	Employee is attending training on Government time in lieu of performing work.
11	Telecom (Adhoc-Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does not do so as part of a set schedule (e.g., work is episodic, adhoc, and/or situational).
12	Telecom (Less Than or Equal to 2 Days/Week/Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for less than or equal to 2 days a week as a part of an official telework agreement.
13	Telecom (Greater Than 2 Days/Week/Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for more than 2 days a week as a part of an official telework agreement.
14	Telecom (Adhoc/Work-at-Home)	Form of telecommuting whereby an employee works from home, but does not do so in accordance with a set schedule (e.g., work is episodic, adhoc, and/or situational).
15	Telecom (Less Than or Equal to 2 Days/Week/Work-at-Home)	Form of telecommuting whereby an employee works at home, but does so in accordance with a set schedule for less than or equal to 2 days a week as part of an official telework agreement.
16	Telecom (Greater than 2 Days/Week/Work-at-Home)	Form of telecommuting whereby an employee works from home, but does so in accordance with a set schedule for more than 2 days a week as a part of an official telework agreement.

**Entry Instructions:**

Type/select **01** in the TC field and the number of regular hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 01, Prefix 97, Regular Scuba Diving 175 percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	FWS employees
<b>Rate:</b>	175 percent of environmental differential rate



**Description:**

This TC is used to record the diving performed during regular duty hours for the time actually spent in the water while engaged in the diving operation.

**Entry Instructions:**

Type/select **97** in the Prefix field and **01** in the TC field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields for diving performed during regular duty hours.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 01, Suffix 5, Additional Compensation at Basic Rate</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Capitol Police



**Description:**

For **sworn** U.S. Capitol Police members, this TC is used to record the number of hours worked over 80 in a pay period to meet the 85-hour overtime threshold.

Time calculated in excess of 85 hours per pay period is paid at the overtime rate of time and one-half. This 85 hours includes 80 hours in a duty status and no more than 10 non-compensable 30-minute (5 total hours) meal periods, which is allowable only on days when duty is performed. Time in a paid leave status does not count toward meeting the 85-hour overtime threshold. For **civilian** members, the overtime threshold is 40 hours per week.

**Entry Instructions:**

Type/select **01** in the TC field and **5** in the Suffix field. Enter the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, enter the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 01, Suffix 9, Training</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Intermittent/Seasonal employees

**Description:**

This TC is used to record the training hours for intermittent/seasonal employees. These hours are excluded from the hourly appointment limitation.

OPM revised its regulations to set a uniform service limit for temporary appointments in both the competitive and excepted service at 1 year with no more than one 1-year extension (24 months total service). Exceptions to the 1-year general service limitation are listed in 5 CFR 316.401 (D) and 5 CFR 213.104 (b)(3). Among the exceptions are appointments/extensions to positions involving intermittent or seasonal work provided that (1) the appointments/extensions are made in increments of 1 year or less and (2) employment in the same or a successor position totals less than 6 months (1,040 hours), excluding overtime, in a service year. Individuals appointed to such intermittent or seasonal positions may be given training for up to 120 days following initial appointment and up to 2 weeks per year thereafter without regard to the service year limitation.

Overtime and compensatory time hours are excluded from all hourly appointment limitations in accordance with OPM regulations.

**Entry Instructions:**

Type/select **01** in the TC field and **9** in the Suffix field. Type the number of training hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 04, Sunday Differential</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time GS and FWS employees
<b>Rate:</b>	Base pay plus 25 percent of base pay



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### **Description:**

This TC is used to record the non-overtime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.

### **Recording Hours Worked and Paid Absence**

Sunday differential is compensable for eligible employees based on regular time worked as follows:

- Full-time GS Employees - regular time worked on a tour which begins or ends between the hours of 6 a.m. and 6 p.m. Sunday. See TC 05 for Sunday differential with night differential
- Full-time FWS Employees - regular time worked on a tour which begins or ends between the hours of midnight Saturday and midnight Sunday.

### **Maximum Hours Per Day**

Do not record more than 8 hours of any one regularly scheduled duty day. If the employee is working an approved AWS, enter **9** or **10** hours, as applicable.

### **Maximum Hours Per Week**

Record a maximum of 16 hours within a single workweek and 32 hours within a pay period under TC 04 or 05.

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Note: For AWS Codes 3 and 5, the maximum is 40 hours which can be recorded for TC 04 and TC 05 and for AWS Code 7, the maximum is 48 hours. This is recorded if the employee's duty day begins on Saturday and ends on Sunday with another duty day beginning on Sunday and ending on Monday.

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### **Paid Absence**

Do not use TC 04 to record hours of paid absences which occur within the employee's scheduled tour of duty. Use the appropriate transaction code for the paid absence hours.

### **Combination of Paid Absence and Time Worked**

The employee must perform work for some part of the scheduled duty day during the hours of the Sunday differential period before the Sunday differential may be applied.



Example: A FWS employee's scheduled duty day is 11:00 p.m. Sunday through 7:30 a.m. Monday.

- If the employee takes leave for the first 2 hours, Sunday differential will not be paid for the remaining 6 hours of the tour because work was not performed on Sunday.
- If the employee takes leave for the last hour, Sunday differential will be paid for the hours worked.

### **Sunday Holiday**

Record all hours worked on a Sunday holiday (or a Sunday in lieu of holiday) under TC 31, Holiday Worked. See TC 31 for detailed instructions. Entitlement to premium pay and differential depends upon whether or not the employee performed work on the holiday.

If the employee does not work on the Sunday holiday (or a Sunday in lieu of holiday), Sunday differential will not be paid. Use TC 66, Other Leave, to record the holiday hours based on the tour of duty. Enter the suffix **1**, **2**, **3**, or **4** for FWS employees; do not enter a suffix for GS employees. If the FWS employee works on the Sunday holiday (or a Sunday in lieu of holiday), both the premium pay for a holiday worked and Sunday differential must be paid. Enter suffix **5**, **6**, or **7** as applicable.

If the employee works on the holiday, both the premium pay for a holiday worked and Sunday differential must be paid. Enter the suffix or night differential TC, as applicable. If the employee did not work a full-duty day on the Sunday holiday, use separate line entries to differentiate between the hours for which Sunday differential is or is not applicable.

Record the hours for which work was performed on the holiday using TC 66, Other Leave. Enter **3** in the Suffix field for GS employees for hours worked only. If no work was performed, do not complete the Suffix field.

### **Overtime and LWOP**

TC 04 may not be used to record hours of scheduled or unscheduled overtime worked. However, Sunday differential may be applied to hours of regularly scheduled overtime if those hours of overtime lose their identity as overtime hours because of LWOP.

Example: An employee works a scheduled 10-hour duty day (8 hours of regular scheduled duty and 2 hours of scheduled overtime) with the tour of duty beginning at 6 p.m. Sunday.

- If the employee works the full 10 hours, he/she would be entitled to 8 hours of Sunday differential.
- If the employee is on LWOP for the first 3 hours of the tour, he/she is entitled to 7 hours of Sunday differential because the last 2 hours of the tour lose the overtime status because of the LWOP.



- If the employee is on LWOP for the first hour of the tour, he/she is entitled to only 8 hours of Sunday differential and 1 hour of overtime pay because 8 hours of a duty day is the maximum Sunday differential entitlement.

**Entry Instructions:**

**Full-time GS Employees**

Type/select **04** in the TC field and the number of hours of non-overtime work performed between 6 a.m. and 6 p.m. on Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields. If the employee’s scheduled tour of duty included the hours of midnight Saturday to 6 a.m. Sunday and/or 6 p.m. to midnight Sunday, use TC 05, Sunday With Night Differential.

**Full-time FWS Employees**

Type/select **04** in the TC field and the number of hours of non-overtime work on a tour which began or ended between midnight Saturday to midnight Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields. Type the appropriate suffix in the Suffix field to record shift differential in addition to Sunday differential.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 04, Prefix 01, Sunday Differential (for protective services)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	Base pay plus 25 percent of base pay

**Description:**

This TC is used to record non-overtime hours for protective services duty the employee worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.



**Entry Instructions:**

Type/select **01** in the Prefix field and **04** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TC code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 04, Prefix 50, Sunday Differential at 50 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record the hours of regularly scheduled non-overtime work performed on Sunday that is not a holiday.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This premium pay applies to only those hours worked that are on Sunday. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **04** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

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Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 04 with an appropriate entry in the Prefix field.

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<b>Transaction Code:</b>	<b>TC 04, Prefix 97, Sunday - Scuba Diving 175 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13, 14, 15, 16



<b>Applies To:</b>	FWS employees
<b>Rate:</b>	175 percent of environmental differential rate plus 25 percent

**Description:**

Used to record the hours of diving performed on Sunday for time actually spent in the water while engaged in the diving operation.

**Entry Instructions:**

Type/select **97** in the Prefix field and **04** in the TC field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields for diving performed on Sunday.

<b>Transaction Code:</b>	<b>TC 05, Sunday Differential With Night Differential</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time GS employees (For FWS employees, see TC 04.)  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">                     Note: This TC does not apply to employees entitled to Customs Officers Pay Reform.                 </div>
<b>Rate:</b>	Base pay plus 35 percent

**Description:**

This TC is used to record regular time worked on a tour which begins or ends between the hours of midnight Saturday through 6 a.m. Sunday and/or 6 p.m. through midnight Sunday.

**Maximum Hours Per Day**

Do not record more than 8 hours for any one regularly scheduled basic workday for TC 05 or a combination of TC 04 and TC 05. If the employee is working an approved AWS, enter **9** or **10** hours, as applicable.



### **Maximum Hours Per Week**

Record a maximum of 16 hours within a single workweek and 32 hours within a pay period under TC 04 and TC 05. For AWS Codes 3 or 5, the maximum is 20 hours which can be recorded for TC 04 and TC 05. This may occur if the employee's duty day begins on Saturday and ends on Sunday with another duty day beginning on Sunday and ending on Monday.

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Note: A combination of TC 04 and TC 05 cannot exceed (1) 40 hours when the AWS code is 3 or 5; (2) 32 hours for Code 9 or blank.

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### **Paid Absence**

Sunday differential is not applied when paid leave is taken during the pay period. Night differential is not applied when paid leave is 8 hours or more within a pay period.

Exception: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. In such cases, record the hours of paid absence using the TC that describes the absence and suffix 2 to reflect the paid absence with night differential.

The employee must perform work for some part of the scheduled duty day within the Sunday differential period before Sunday with night differential may be applied.

Example: A GS employee's scheduled duty day is 11:00 p.m. Sunday through 7:30 a.m. Monday.

- If the employee takes leave for the first 2 hours (i.e., 11 p.m. - 1 a.m.), Sunday differential will not be paid for the remaining 6 hours of the tour because work was not performed on Sunday.
- If the employee takes leave for the last 2 hours (i.e., 5:30 a.m. - 7:30 a.m.), Sunday differential will be paid for the remaining 6 hours of the tour because work was performed on Sunday. TC 04 would be used for FWS employees, and the shift entitlement would be reflected by the use of the appropriate suffix, either 1, 2, or 3.

### **Sunday Holiday**

Record all hours worked during the base hour period on a Sunday holiday under TC 31, Holiday Worked. See TC 31 for detailed instructions. Entitlement to premium pay and differential depends upon whether or not the employee performed work on the holiday. If entitled, use TC 66 and the applicable suffix for differential payment.

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Note: Sunday with night differential is applied only to hours worked within the night differential period for military leave, OWCP Injury Leave, and Union Representation.

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**Entry Instructions:**

Type/select **05** in the TC field and the number of non-overtime hours worked on a tour which begins or ends between midnight Saturday to 6 a.m. Sunday and/or 6 p.m. to midnight Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields. For FWS employees, use the appropriate suffix with TC 04 rather than TC 05.

If the employee does not work on the holiday, Sunday differential will not be paid, but night differential will be paid. Enter **66** in the TC field and the appropriate code in the Suffix field. Type the number of hours for the Sunday tour of duty in the applicable Week 1/Week 2 fields.

If the employee does work on the holiday, the premium pay for a holiday worked, Sunday differential, and night differential will be paid. If the employee did not work a full duty day on the Sunday holiday, use separate line entries to differentiate between the hours for which the differentials are or are not applicable.

For GS employees who are entitled to Sunday differential, enter **3** in the Suffix field. For those hours for which no work was performed, use TC 66, but do not complete the Suffix field, unless night differential is applicable.

For GS employees who are entitled to Sunday and night differential, enter **66** in the TC field and **4** in the Suffix field. For those hours for which no work was performed, use TC 66 but do not complete the Suffix field, unless night differential is applicable.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 05, Prefix 01, Sunday Differential with Night Differential (for protective services)</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	Base pay plus 35 percent



**Description:**

This TC is used to record the hours of regular time for protective services duty worked on a tour which begins or ends between the hours of midnight Saturday and 6 a.m. Sunday and/or 6 p.m. through midnight Sunday.

**Entry Instructions:**

Type/select **01** in the Prefix field and **05** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 11, Night Differential</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS employees
<b>Rate:</b>	Hourly base rate plus 10 percent

**Description:**

This TC is used to record hours worked between 6 p.m. through 6 a.m. during the regularly scheduled basic tour of duty.

If an employee uses 8 hours or more of paid leave in a pay period, night differential will not be paid for the period of paid leave. Exceptions to the rule are TCs 65, 66, 67, and 68.

**Entry Instructions:**

Type/select **11** in the TC field and the total regularly scheduled hours of work performed between 6 p.m. and 6 a.m. in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 11, Prefix 01, Night Differential (for protective services)</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	Hourly base rate plus 10 percent

**Description:**

This TC is used to record hours for protective services duty worked between 6 p.m. through 6 a.m. during the regularly scheduled basic tour of duty.

**Entry Instructions:**

Type/select **01** in the Prefix field and **11** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes

<b>Transaction Code:</b>	<b>TC 11, Prefix 05, Night Differential at 15 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record the hours of work (in 15-minute increments) performed during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and 12 midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split



between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **11** in the TC field.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

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Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

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<b>Transaction Code:</b>	<b>TC 11, Prefix 10, Night Differential at 20 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **11** in the TC field.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 11, Prefix 15, Night Differential at 15 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate.

**Description:**

This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 3 p.m. and 12 midnight.

An employee must be coded eligible in the database to earn this compensation, otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **11** in the TC field.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 11, Prefix 20, Night Differential at 20 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **11** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

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Note: Employees entitled to Customs Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field.

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<b>Transaction Code:</b>	<b>TC 11, Suffix 09, Night Differential Training</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Intermittent/Seasonal employees



**Description:**

This TC is used to record hours of training for applicable intermittent/seasonal employees receiving training during night differential hours.

OPM revised its regulations to set a uniform service limit for temporary appointments in both competitive and excepted service at 1 year with no more than one 1-year extension (24 months total service). Exceptions to the 1-year general service limitation are listed in 5 CFR 316.401(D) and 5 CFR 213.104(B)(3). Among the exceptions are appointments/extensions to positions involving intermittent or seasonal work provided that (1) the appointments/extensions are made in increments of 1 year or less and (2) employment in the same or a successor position totals less than 6 months (1,040 hours), excluding overtime, in a service year. Individuals appointed to such



intermittent or seasonal positions may be given training for up to 120 days following initial appointment and up to 2 weeks per year thereafter without regard to the service year limitation.

Overtime and compensatory time hours will be excluded from all hourly appointment limitations in accordance with OPM regulations.

**Entry Instructions:**

Type/select **11** in the TC field and **9** in the Suffix field. Type the number of training hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 12, Night Differential on Compensatory Time</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time employees <b>Exception:</b> Employees entitled to Customs Officers Pay Reform
<b>Rate:</b>	10 percent of base pay

**Description:**

This TC is used to record night differential hours for substitute and/or regularly scheduled overtime work for which the employee is required or has elected to take compensatory time off instead of receiving premium pay.

Night differential may not be paid for occasional overtime work. If the overtime is regularly scheduled and falls between the hours of 6 p.m. to 6 a.m., the employee is entitled to night differential. A regularly scheduled tour of duty must be authorized in advance. For more information, see 5 CFR 610.102(g). The night differential must be paid even if the employee received compensatory time off instead of premium pay. Consult your Agency’s policy since compensatory time is normally earned for hours worked for irregular/occasional overtime. See TC’s 25 and 32 regarding regularly scheduled and irregular overtime.

**Exception:** Night differential in addition to overtime payment or compensatory time for employees performing grain appeal inspections may be paid only if the overtime is worked during the hours of service established at the point of inspection. Overtime work on grain appeal performed outside the established hours must be reported using TC 18, Overtime Grain Appeal.



### Entry Instructions:

Type/select **12** in the TC field and the number of compensatory hours worked which fall within the night differential period in the applicable Week 1 Hrs/Week 2 Hrs fields. Type the number of compensatory hours worked under TC 32, Compensatory Time Worked. The number of hours recorded using TC 12 must be less than or equal to the number of hours recorded using TC 32.

<b>Transaction Code:</b>	<b>TC 13, Night Differential on Sunday Double Time</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Animal and Plant Health Inspection Service, full-time/part-time GS employees
<b>Rate:</b>	10 percent of base hourly rate

### Description:

This TC is used to record overtime work performed on Sunday during the night differential period (6 p.m. to 6 a.m.) by employees engaged in inspection and quarantine services.

### Entry Instructions:

Type/select **13** in the TC field and the number of hours worked which fall within the night differential period in the applicable Week 1 Hrs/Week 2 Hrs fields. Type/select **22**, Overtime Double for Sunday Work, in the TC field and the number of overtime hours worked on Sunday in the applicable Week 1 Hrs and Week 2 Hrs fields. The number of hours recorded using TC 13 must be less than or equal to the number of hours recorded using TC 22.

<b>Transaction Code:</b>	<b>TC 14, Hazard Pay Differential</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	GS employees
<b>Rate:</b>	25 percent of base rate <b>Note:</b> AUO hours are not subject to 25 percent hazardous pay differential. Also, for employees using Special Employee Code 37, hazard pay, is paid at 8 percent of the base rate.



**Description:**

This TC is used to record the hours of hazardous duty or duty involving physical hardship which is not usually involved in carrying out the duties of the position. Such duties may not be an inherent or a regular part of the position nor may have been taken into account in the classification of the position.

Hazard Pay Differential is the addition to any other type pay or allowances due the employee. It is not considered part of the employee’s basic compensation when computing other pay and/or allowances. Therefore, this differential pay is not included with other premium pay when determining whether or not the maximum earnings limitation has been reached (gross pay for the top step of Grade GS-15).

The types of duty for which hazard pay differential is applicable are defined by OPM. Your Agency is responsible for informing you when and for what type of duty hazard pay differential is applicable.

When employees perform duty for which hazard pay differential is authorized, they shall be paid the differential for all hours in pay status on the calendar day in which the hazardous duty was performed. If the employee works a continuous period which extends over 2 calendar days, the Agency should designate the 24-hour period for which the differential is to be applied. All regular time and overtime hours which were worked on the same calendar day (24-hour period) must be recorded.

These same hours may also be subject to other differentials or allowances.

**Entry Instructions:**

Type/select **14** in the TC field and the number of hours worked under hazardous conditions in the applicable Week 1 Hrs/Week 2 Hrs fields. Also record these hours with the appropriate TC(s).

<b>Transaction Code:</b>	<b>TC 16, Other Pay</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	See TC 16 below with Suffixes 1-9.



**Description:**

This TC is used to record the hours for duties performed by wage marine employees that are (1) hazardous, (2) outside the employee’s normal responsibility, and (3) of a dirty or distasteful nature, while aboard oceangoing vessels.

Wage marines are paid on the basis of 365 days a year (2920 hours including non-workdays). Their hourly base rate is computed by dividing their annual salary by 2920. The daily rate is paid 7 days per week, except when the employee is on AWOL, LWOP, or assessed pay forfeitures as a result of disciplinary action.

The hourly overtime rate is paid for all authorized work in excess of 8 hours per day and for all work performed on Saturdays, Sundays, or holidays. The overtime rate cannot be computed and is, therefore, stated in the pay tables by occupation and grade.

Suffixes 1 through 9 must be used with TC 16 to distinguish the various types of other pay and to distinguish the rate of pay (i.e., base or premium).

**Entry Instructions:**

Type/select **16** in the TC field and the applicable suffix in the Suffix field (see TC 16, Suffixes 1-9 below). Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 1, Penalty Pay Regular</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Applicable penalty rate

**Description:**

This TC and suffix combination is used to record regular penalty pay based upon the position classification for work performed Monday through Friday between 8 a.m. and 5 p.m. The applicable penalty rate will be paid.



**Entry Instructions:**

Type/select **16** in the TC field and **1** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 2, Penalty Pay Premium</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	One and one-half times base rate

**Description:**

This TC and suffix combination is used to record premium penalty pay for work performed on Saturdays, Sundays, holidays, or hours in excess of 8 hours per day. For the hours of duty between 8 a.m. and 5 p.m., Monday through Friday, the applicable penalty pay will be paid at 1 1/2 times the base rate. If overtime pay results in the greater pay benefit for the employee, use TC 21.

**Entry Instructions:**

Type/select **16** in the TC field and **2** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 3, Scuba Diving</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees



<b>Rate:</b>	One and one-half times base rate

**Description:**

This TC is used to record the hourly premium pay for diving performed during regular duty hours for the time actually spent in the water while engaged in the diving operation. Fractional hours are accrued to determine the amount due at the end of the employee's regular duty day. A minimum of 1 hour must be recorded. For diving work performed outside the regular tour of duty and in excess of 8 hours per day, the regular overtime or penalty rate are applicable in addition to the premium pay.

**Entry Instructions:**

Type/select **16** in the TC field and **3** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 4, Port Pay</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Applicable penalty rate

**Description:**

This TC is used to record pay for the first 48 hours and the last 24 hours in port. Employees are normally paid at the penalty rate during this time.

Licensed engineers receive an additional compensation as overtime. TC 21 (if stateside), or port pay (if overseas), for night port watch between 5 p.m. and 8 a.m., during the first 48 hours and the last 24 hours in port.



Master (Watch) received compensatory time off for overtime worked in port. Pay in lieu of accumulated compensatory time at the existing overtime rates may be authorized by appropriate officials, if such time off cannot be realistically used.

**Entry Instructions:**

Type/select **16** in the TC field and **4** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 5, Tank Cleaning Oil Regular</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	The rates for tank cleaning are based on classes of positions. Class rates are established in the pay tables for each occupation and grade.

**Description:**

This TC is used to record pay for tank cleaning.

For the hours of duty between 8 a.m. and 5 p.m. Monday through Friday, the applicable hourly rates for classes A, B, or C are paid.

Employees in Class B engaged in tank cleaning receive a bonus of 3 hours pay upon completion of the tank cleaning work.

On Saturdays, Sundays, and holidays, for employee on-watch, enter TC 16, suffix 5 plus the applicable overtime (TC 21).

**Entry Instructions:**

Type/select **16** in the TC field and **5** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.



<b>Transaction Code:</b>	<b>TC 16, Suffix 6, Tank Cleaning Oil Premium</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Applicable overtime rate or 1 1/2 times the penalty rate

**Description:**

This TC is used to record pay for tank cleaning. For the hours of duty between 8 a.m. and 5 p.m. Monday through Friday, the applicable premium rate for Classes A, B, or C is paid. When such work is performed on Saturdays, Sundays, or holidays, or in excess of 8 hours per day, the applicable overtime rate or 1 1/2 times the penalty rate is paid.

When set rates are used, no other premium compensation is payable.

**Entry Instructions:**

Type/select **16** in the TC field and **6** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 7, Launch Operations</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Launch operators are paid on a flat rate per pay period, regardless of the number of hours or days in which work is performed.



**Description:**

This TC is used to record pay for performing launch operators duties. When oilers perform duty as launch operators, additional pay per period is authorized.

**Entry Instructions:**

Type/select **16** in the TC field and **7** in the Suffix field. Type **1** in the Week 1 Hrs field.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 8, Dirty Work Regular</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Dirty work is paid by hourly rates

**Description:**

This TC is used to record pay for duties performed which are of a dirty or distasteful nature. For the hours of duty between 8 a.m. and 5 p.m. Monday through Friday, the applicable hourly rates are paid.

**Entry Instructions:**

Type/select **16** in the TC field and **8** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 16, Suffix 9, Dirty Work Premium</b>
<b>TC Descriptor:</b>	01



<b>Applies To:</b>	National Oceanic and Atmospheric Administration, full-time/part-time wage marine employees
<b>Rate:</b>	Dirty work is paid by hourly rates

**Description:**

This TC is used to record pay for performing launch operators duties. If the overtime rate is higher, TC 21 should be used instead of TC 16, suffix 9.

For dirty work performed between 5 p.m. and 8 a.m., Monday through Friday, Saturdays, Sundays, and holidays, the hourly rate is paid or the overtime rate, if higher.

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Note: Any wage marine whose penalty pay is not listed above will not be paid for the hours recorded opposite TC 16, Suffixes 5 and 6.

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**Entry Instructions:**

Type/select **16** in the TC field and **9** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definition of applicable code.

<b>Transaction Code:</b>	<b>TC 17, Commute Use Government Auto</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees Exception: TC 17 does not apply to control employees (an employee who is (1) an elected official, (2) a Federal employee appointed by the President and confirmed by the Senate, or (3) a State or local Executive Officer comparable to (1) or (2)).

**Description:**

This TC is used to record the number of one-way commutes to and from an employee's home in a Government-owned or leased vehicle (GOV).



If the number of one-way trips in any given month in a tax year exceeds two, all trips are taxable and are reported on the employee's W-2. Record all trips on the T&A each pay period if it is apparent that the number of one-way trips in any given month will exceed two. If the number of trips does not exceed two in a month, do not record TC 17 on the T&A. If trips were erroneously reported on the T&A, process a corrected T&A(s) to reverse the trips reported. Trips that should have been reported in a prior pay period(s) may be reported on the current T&A or before the end of the tax year.

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Note: Regulations are based on monthly activity, not pay period or weekly activity.

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**Entry Instructions:**

Type/select **17** in the TC field and the number of one-way commutes to and from an employee's home in a GOV in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 10, Transit Subsidy</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees who receive qualified transit and van pool benefits

**Description:**

This TC is used to record the monetary amount in excess of \$130 per month for which an employee is reimbursed by the Agency for transit passes and van pool fees. This fringe benefit is taxable and will be reported on the employee's W-2.

Transit passes and van pool fees may be recorded biweekly, monthly, quarterly, semiannually, or annually, but must be reported by the end of the tax year (usually Pay Period 24). Timekeepers should follow Agency reporting guidelines. Report this information for separated employees at the time of separation.

Transit passes and van pool fees should be recorded on the T&A by the last pay period of the tax year. If not reported on the T&A by the last pay period of the tax year, Form AD-343, Payroll Action Request, must be submitted with the data and NFC, Payroll/Personnel Operations Section, must be contacted. A delay in reporting will result in the issuance of an incorrect Wage and Tax Statement (W-2). The W-2 will be adjusted to include the transit subsidy once a Form AD-343 is processed. See the Non-Automated Processing (NONAUTO) procedure manual located under the Manual Payments publication category on the Publications Page of the NFC Web site, for AD-343 processing instructions.



**Entry Instructions:**

Type/select **10** in the Prefix field and **17** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

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Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter a transit subsidy of \$99.99, type **99.99** in the Enter Total Dollar amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (**Example** for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Prefix 11, FLSA Meal Periods During Regular and/or AUO</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Law Enforcement nonexempt FLSA employees for Department of the Treasury and Department of Justice
<b>Rate:</b>	Hours are used to compute FLSA straight time and to help meet the 85.5-hour FLSA standard.



**Description:**

This TC is used to record meal periods during regular and AUO duty. For regular duty, the meal is reported if the employee is not in leave status during his/her designated meal period, even though the employee actually takes a meal break.

Law enforcement officer (LEO) meal periods are not to be reported on T&As for employees who do not receive AUO or standby premium pay compensation.

**Entry Instructions:**

Type/select **11** in the Prefix field and **17** in the TC field. Type the meal period hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 12, FLSA Other Travel</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Law Enforcement nonexempt FLSA employees for Department of Justice and Department of the Treasury employees
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record overtime during other travel for which the employee is entitled to overtime compensation under FLSA.

**Entry Instructions:**

Type/select **12** in the Prefix field and **17** in the TC field. Type the overtime hours performed during other travel in the applicable Week 1 Hrs/Week 2 Hrs fields. Follow your Agency's policy to distinguish between FLSA hours and entitlement compensable under Title V.

<b>Transaction Code:</b>	<b>TC 17, Prefix 13, FLSA Training</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	Department of Justice Department of the Treasury
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record overtime hours during training for which an employee is entitled to overtime compensation under FLSA.

**Entry Instructions:**

Type/select **13** in the Prefix field and **17** in the TC field. Type the overtime hours performed during training in the applicable Week 1 Hrs/Week 2 Hrs fields. Follow your Agency's policy to distinguish between FLSA hours and entitlement compensable under Title V.

<b>Transaction Code:</b>	<b>TC 17, Prefix 14, FLSA UD Roll Call</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Law Enforcement nonexempt FLSA employees for Department of Justice and Department of the Treasury employees
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record UD roll call hours which the employee is entitled to overtime compensation under FLSA.

**Entry Instructions:**

Type/select **14** in the Prefix field and **17** in the TC field. Type the overtime hours performed during UD roll call in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 15, FLSA Home to Work Travel</b>
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<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Law Enforcement nonexempt FLSA employees for Department of Justice and Department of the Treasury employees
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record home to work travel time for which the employee is entitled to overtime compensation under FLSA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **17** in the TC field. Type the overtime hours performed during travel from home to work in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 16, FLSA Other Hours</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Law Enforcement nonexempt FLSA employees for Department of Justice and Department of the Treasury employees
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record other overtime hours for which the employee is entitled to overtime compensation under FLSA.

**Entry Instructions:**

Type/select **16** in the Prefix field and **17** in the TC field. Type the other overtime hours performed in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 17, Suffered and Permitted Duty</b>
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<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Justice Department of the Treasury
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record the hours of work performed by an employee for the benefit of an Agency whether requested or not, provided the employee’s supervisor knows or has reason to believe that the work is being performed and has an opportunity to prevent the work from being performed.

**Entry Instructions:**

Type/select **17** in the Prefix field and **17** in the TC field. Type the hours of work prior to or after the established tour of duty or during the lunch period in the applicable Week 1 Hrs/Week 2 Hrs fields.

Normally, one-quarter hour should be the lowest fraction of an hour scheduled or permitted for overtime. Overtime should be rounded up or down to the closest one-quarter hour. If the minutes total 7 or less, the total shall be rounded down to the preceding one-quarter hour. If the minutes total 8 or more, the total shall be rounded up to the next quarter hour.

<b>Transaction Code:</b>	<b>TC 17, Prefix 18, FLSA Meal Periods During Non AUO Overtime and Compensatory Time</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Justice, Law Enforcement nonexempt employees
<b>Rate:</b>	FLSA overtime rate

**Description:**

This TC is used to record FLSA meal periods during non-AUO overtime and compensatory time that have not been reported under another type of duty for law enforcement employees.

LEO meal periods are not to be reported on T&As for employees who do not receive AUO or standby premium pay compensation.



**Entry Instructions:**

Type/select **18** in the Prefix field and **17** in the TC field. Type the number of hours devoted to meal periods during non-AUO and compensatory time in the applicable Week 1 Hrs/Week 2 Hrs fields, for which the time was not reported under another TC.

<b>Transaction Code:</b>	<b>TC 17, Prefix 19, Excludable AUO Days</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Justice

**Description:**

This TC is used to record:

(1) The number of excludable AUO days used to calculate AUO percentage rates for type of absence/duty listed below:

- Paid Leave.
- Holiday Off.
- Leave Without Pay.
- Training periods when AUO duty was not performed.
- Days as negotiated in agreements between the Departmental components and exclusive bargaining units.
- Temporary non-AUO assignments in excess of 10 consecutive prescribed workdays. The days not excludable while on such temporary assignments may not exceed 30 workdays in a calendar year.

(2) Excludable availability pay days.

The maximum number of days that may be recorded in one pay period is 14. The entry must not exceed 7 in the Week 1 Hrs field and 7 in the Week 2 Hrs field. Prepare a corrected T&A to record days from a prior pay period.

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Note: Refer to your Agency for guidance on recording availability pay data.

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**Entry Instructions:**

Type/select **19** in the Prefix field and **17** in the TC field. Enter the number of days being recorded in the Week 1 Hrs/Week 2 Hrs fields. Do not complete the fraction portion of these fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 21, Place on Furlough</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Internal Revenue Service

**Description:**

This TC is used to record furlough hours.

**Entry Instructions:**

Follow Internal Revenue Service instructions for recording furlough hours.

<b>Transaction Code:</b>	<b>TC 17, Prefix 22, Placement in Pay Status</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Internal Revenue Service

**Description:**

This TC is used to return an employee to duty from furlough.

**Entry Instructions:**

Follow Internal Revenue Service instructions for recording return to duty from furlough.

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Note: Do not prepare a corrected T&A using TC 17, Prefixes 21 or 22.

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<b>Transaction Code:</b>	<b>TC 17, Prefix 37, 1911 For Continuation of Pay</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service

**Description:**

This TC is used to record the payment for the 1911 portion of the Continuation of Pay.

**Entry Instructions:**

Type/select **37** in the Prefix field and **17** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

Example 1: To record \$999.11, type **999** in the Week 1 Hrs field and **11** in the second and third positions of the Week 2 Hrs field.

Example 2: To record \$1,302.00, type **1302** in the Week 1 Hrs field and **00** in the second and third positions of the Week 2 Hrs field.

**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Prefix 38, 1911 Hours - Intermittent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, intermittent employees



**Description:**

This TC is used to record the number of 1911 overtime hours worked by intermittent employees and used for reporting and tracking purposes only.

**Entry Instructions:**

Type/select **38** in the Prefix field and **17** in the TC field. Type the 1911 overtime hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 40, INS 1931 Act O/T - Air/Sea Weekdays</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Immigration and Naturalization Service (INS), full-time employees
<b>Rate:</b>	See: Full-time Employees and Part-time and Intermittent Employees under Entry Instructions below.

**Description:**

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on non holiday workdays and Saturdays as authorized by the INS 1931 Act.

**Entry Instructions:**

Type/select **40** in the Prefix field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Time is reported in increments of half days depending upon the number of hours worked. Night differential does not apply to this compensation.

**Full-time Employees**

A full-time employee may work a maximum of 20 hours per day or 120 hours per week on Monday through Saturday.

Employees performing immigration inspections for at least 1 hour will receive compensation for more hours than actually worked at the base rate. Use the table below to report time worked:

**Hours Worked    Hours Reported**



1.0 - 2.3	4.0
3.0 - 4.3	8.0
5.0 - 6.3	12.0
7.0 - 8.3	16.0
9.0 or more	20.0

Overtime hours greater than zero must be divisible by 4.

Inspection duty overtime on holidays must be reported as INS 1931 Act overtime, rather than as holiday worked.

**Part-time and Intermittent Employees**

Part-time and intermittent employees cannot work INS 1931 Act overtime on non holiday weekdays and Saturdays. Air/Sea overtime for Sunday and/or holidays may be recorded using TC 17, Prefix 43.

Time amounting to less than 1 hour spent on inspection duty is compensable under Title V overtime.

Exception: When duty and "roll-back" time equal one or more hours, even if the actual duty time is less than one, the pay is compensable under 1931 Act entitlement.

<b>Transaction Code:</b>	<b>TC 17, Prefix 41, INS 1931 Act O/T - Land Border Weekdays</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Immigration and Naturalization Service
<b>Rate:</b>	See TC 17, Prefix 40, 1931 Act Air/Sea Weekdays

**Description:**

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on non holiday weekdays and/or Saturdays as authorized by the INS 1931 Act.



### Entry Instructions:

Type/select **41** in the Prefix field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Recording 1931 Act O/T Land Border Weekdays is the same as recording INS 1931 Act Air/Sea Weekdays. See TC 17, Prefix 40, for instructions.

<b>Transaction Code:</b>	<b>TC 17, Prefix 42, INS 1931 Act O/T - Not Worked</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Immigration and Naturalization Service

### Description:

This TC is used to record time not worked for immigration officers and other eligible employees who perform inspections of steamships, trains, airplanes, and other vehicles as authorized by the INS 1931 Act. (This is the difference between entitlement hours and hours actually worked.)

### Entry Instructions:

Type/select **42** in the Prefix field and **17** in the TC field. Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields, in increments of quarter hours.

Enter inspection hours to be paid under TC 17, Prefix 40, 41, 43, and/or 44. Record hours not worked in increments of quarter hours under TC 17, Prefix 42. The hours recorded under TC 17, Prefix 42, must be less than the total hours recorded under TC 17, Prefix 40, 41, 43, and 44.

<b>Transaction Code:</b>	<b>TC 17, Prefix 43, INS 1931 Act O/T - Air/Sea Sunday/Holiday</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Immigration and Naturalization Service



**Description:**

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on Sundays and/or holidays, as authorized by the INS 1931 Act.

**Full-time Employees**

A full-time employee may be paid 16 to 36 hours per Sunday or holiday in increments of 4. Weekly hours cannot exceed 108.

**Part-time and Intermittent Employees**

A part-time or intermittent employee may be paid 16 hours per Sunday or holiday. For hours up to the first 8 hours of inspection duty worked, 16 hours of entitlement are reported as INS 1931 Act overtime. After the first 8 hours worked, the time would be reported as Title 5 overtime (1945 Act). The weekly maximum hours is 48.

**Recording INS 1931 Act Overtime on a Holiday**

If an employee performs inspection duties on a holiday, enter these hours under the appropriate ship inspection TC. Record the hours to be paid. If an employee performs non-inspection duties on a holiday, enter those hours under TC 31 (Holiday Worked) if the holiday is included in the employee's tour of duty, or under TC 01, when appropriate, for part-time or intermittent employees.

**Entry Instructions:**

Type/select **43** in the Prefix field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 44, INS 1931 Act O/T - Land Border Sunday/Holiday</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Immigration and Naturalization Service

**Description:**

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on Sundays and/or holidays as authorized by the INS 1931 Act.



**Entry Instructions:**

Type/select **44** in the Prefix field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Recording 1931 Act land border on Sunday and holidays is the same as recording INS 1931 Air/Sea Sunday/Holiday. See TC 17, Prefix 43, for instructions. Weekly hours cannot exceed 108.

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Note: TC 17, Prefixes 40, 41, 43, or 44 must reflect the number of hours to be paid. The system will compute the number of hours worked by subtracting the hours not worked (TC 17, Prefix 42) from the hours of payment.

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<b>Transaction Code:</b>	<b>TC 17, Prefix 45, Continuation of Pay</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Two times the basic hourly rate. Continuation of pay is excluded from the \$25,000 fiscal year cap limitation.

**Description:**

This TC is used to record hours of continuation of pay that a Customs Officer is entitled to compensation for lost overtime wages.

**Entry Instructions:**

Type/select **45** in the Prefix field and **17** in the TC field. Type the appropriate amount of time on continuation of pay in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 46, COPRA Settlement Agreements</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Two times the basic hourly rate. Military and court leave are excluded from the \$25,000 fiscal year cap limitation.



**Description:**

This TC is used to record hours of military or court leave that a Customs Officer is entitled to compensation for lost overtime wages.

**Entry Instructions:**

Type/select **46** in the Prefix field and **17** in the TC field. Type the appropriate amount of time on military or court leave in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 50, Travel Reimbursements</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Bureau of the Census Field Representatives (FR) U.S. Merit Systems Protection Board Farm Service Agency-County Offices Office of the Chief Financial Officer U.S. Office of Government Ethics Peace Corps



**Description:**

This TC is used to record consolidated travel reimbursement payment amounts. For payment purposes, travel reimbursements are not considered wages; are non-taxable; and are not subject to any deductions, collections, or garnishments. Travel reimbursements will not be reported on an employee's W-2.

**Entry Instructions:**

Type/select **50** in the Prefix field and **17** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

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Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter a travel reimbursement of \$5.50, enter **5.50** in the Enter Total Dollar Amount popup and then click **OK**. Enter the remainder of the T&A in the usual manner. In the detail area of the Biweekly T&A, the travel reimbursement will be reflected in the following format.



- Five dollars will display in Week 1. The decimal point shifts one position to the left.
- Fifty cents will display in Week 2. The decimal point shifts two positions to the right.

Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

Note: Special Employee Code 34 is used with TC 17, Prefix 50.

**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Prefix 71, Within Tour OT Substituted for LWOP</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked as Border Patrol Agent Pay Reform Act (BPAPRA) Within Tour Overtime, but substituted for LWOP, AWOL, suspension, or furlough hours accrued within the same pay period.

**Entry Instructions:**

Type/select **71** in the Prefix field and **17** in the TC field. Type the appropriate hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 80, BPAPRA Within Tour Overtime Worked</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked as Border Patrol Agent Pay Reform Act (BPAPRA) that are required as part of the Tour of Duty over the base 80 hours.

**Tour of Duty**

- Level 1 Schedule - No more than 20 hours per pay period.
- Level 2 Schedule - No more than 10 hours per pay period.

This time will be included as basic pay, but this time will not be paid as overtime or accumulate as a compensatory leave balance.

**Entry Instructions:**

Type/select **80** in the Prefix field and **17** in the TC field. Type the appropriate hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 83, Within Tour Overtime Not Worked</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record Border Patrol Agent Pay Reform Act (BPAPRA) Within Tour Overtime not worked that creates an Obligated Overtime Debt to be repaid. Hours for this transaction will be added to the BPAPRA Obligated Debt Balance.

**Entry Instructions:**

Type/select **83** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.



<b>Transaction Code:</b>	<b>TC 17, Prefix 84, BPAPRA Training Credit</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record Border Patrol Agent Pay Reform Act (BPAPRA) non-work hours during the Within Tour Overtime period that is considered advanced training status.

**Entry Instructions:**

Type/select **84** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 85, BPAPRA Canine Care</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record 10 hours of Border Patrol Agent Pay Reform Act (BPAPRA) Within Tour Overtime per pay period that is required to be credited to agents assigned maintenance. Limited to only the Level 1 Schedule.

**Entry Instructions:**

Type/select **85** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 86, Within Tour Overtime - Exempt</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	U.S. Customs and Border Protection
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**Description:**

This TC is used to record Border Patrol Agent Pay Reform Act (BPAPRA) Within Tour Overtime hours not required to be worked in the pay period due to a full day of paid or unpaid time off.

**Entry Instructions:**

Type/select **86** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 87, Irregular Overtime - Substitute for Debt</b>
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<b>TC Descriptor:</b>	Not applicable with this TC
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<b>Applies To:</b>	U.S. Customs and Border Protection
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**Description:**

This TC is used to record Irregular Overtime Worked (BPAPRA Comp Time Earned) that will be used to substitute for BPAPRA Within Tour Overtime Not Worked in the same pay period or to reduce an existing Obligated Debt Balance. This transaction will not be included as a part of gross pay.

**Entry Instructions:**

Type/select **87** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Prefix 88, Irregular Overtime - Substitute for LWOP</b>
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<b>TC Descriptor:</b>	Not applicable with this TC
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<b>Applies To:</b>	U.S. Customs and Border Protection
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**Description:**

This TC is used to record Irregular Overtime Worked (BPAPRA Comp Time Earned) that will be used to substitute for leave without pay transactions in the same pay period, including LWOP, AWOL, furlough, and suspension. This transaction will be included as a part of gross pay.

**Entry Instructions:**

Type/select **88** in the Prefix field and **17** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 17, Suffix 1, Sales Commissions</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Smithsonian Institution

**Description:**

This TC is used to record special pay entitlements resulting from the sale of Smithsonian publications.

**Entry Instructions:**

Type/select **17** in the TC field and **1** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter an amount of 99.99, type **99.99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the sales commission will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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### Entry Instructions for webTA and Paycheck8:

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	TC 17, Suffix 4, Incentive Pay
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Bureau of the Census Bureau of Public Debt

### Description:

This TC is used to record the monetary amount of special pay entitlements.

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Note: The amount reported cannot exceed \$300.00.

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### Entry Instructions:

Type/select **17** in the TC field and **4** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter an incentive pay amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the incentive pay will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on an additional line.

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### Entry Instructions for webTA and Paycheck8:

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Suffix 5, Ship Inspection Overtime Pay</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Federal Communications Commission
<b>Rate:</b>	Hourly base rate plus 1/2 times base rate

### Hours Worked      Equivalent Overtime Hours

1 - 2	4
2 1/4 - 4	8
4 1/4 - 6	12
6 1/4 - 8	16
8 1/4 or more	20

### Monday through Saturday

For each 2-hour increment give the employee 4 hours pay (1/2 day).

The employee must work at least 1 hour of overtime. Overtime pay must not exceed 20 hours (2 1/2 days). This is in addition to any regular compensation per day.

### Sunday and Holidays

For each inspection requiring 1 through 8 hours of overtime, the employee is entitled to 16 hours of overtime pay (2 days).

The employee must work at least 1 hour of overtime.



Overtime pay must not exceed 36 hours per day (4 1/2 days).

For each inspection requiring over 8 hours of overtime, hours of pay will be calculated based on 2-hour increments. Use the chart shown above for detailed calculations.



**Description:**

This TC is used to record overtime hours for ship inspection.

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Note: It is used to report overtime pay only, not actual hours worked.

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**Entry Instructions:**

Type/select **17** in the TC field and **5** in the Suffix field. Calculate the overtime hours as described and type in the Week 1 Hrs/Week 2 Hrs fields. Calculate overtime as described above.

<b>Transaction Code:</b>	<b>TC 17, Suffix 6, Services/Payment</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Senate Restaurants



**Description:**

This TC is used to record the monetary amount an employee is to receive in gratuity for services rendered. At the time the service was rendered, no cash was transferred from the customer to the employee (i.e., credit card purchase). Payment will be made to the employee from this entry, and the amount entered will be reported on the employee's W-2.

**Entry Instructions:**

Type/select **17** in the TC field and **6** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter a gratuity in the amount of \$99.99, type **99.99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:



- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

---

**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Suffix 7, Tips/Cash/IN KIND</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Senate Restaurants National Oceanic and Atmospheric Administration

**Description:**

This TC is used to record the monetary amount an employee has received in tips which is to be reported for tax purposes. The employee was given the monies at the time that the service was rendered. These tips are reported as income on the W-2.

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Note: Tips cannot be reported in the last pay period paid in the calendar year. They may be entered, however, on corrected T&As processed for prior pay periods which are submitted in the last pay period paid in the calendar year.

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**Entry Instructions:**

Type/select **17** in the TC field and **7** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter tips in the amount of \$99.99, type **99.99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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### Entry Instructions for webTA and Paycheck8:

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Suffix 8, Chauffeur Driven Auto</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees

### Description:

This TC is used to record the value of chauffeur-driven vehicle usage, in **dollars and cents**.

The value of chauffeur-driven vehicle usage to be reported is based on the following calculations: (1) the percentage of miles driven for commuting purposes multiplied by the annual value of the vehicle, (2) the fuel cost of \$0.55 multiplied by the number of miles driven, and (3) the value of the chauffeur services provided. Timekeepers should follow Agency guidelines to obtain the amount to be reported.

The amount must be reported by the last pay period of the tax year. Otherwise, Agencies must (1) submit the data on Form AD-343 and (2) contact NFC Payroll/Personnel Operations Section. A delay in reporting will result in the issuance of an incorrect W-2. This information must be reported for separated employees at the time of separation.



**Entry Instructions:**

Type/select **17** in the TC field and **8** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter chauffeur-driven vehicle usage in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 17, Suffix 9, Parking/Taxable Fringe</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees who receive qualified parking benefits

**Description:**

This TC is used to record the monetary amount in excess of \$250 per month for which an employee is being reimbursed by the Agency for parking fees or receives free parking valued in excess of \$250. This fringe benefit is taxable and will be reported on the employee's W-2.



Parking fees may be recorded biweekly, monthly, quarterly, semiannually, or annually, but must be reported by the end of the tax year (usually Pay Period 24). Timekeepers should follow Agency reporting guidelines. Report this information for separated employees at the time of separation.

Parking fees are recorded on the T&A by the last pay period of the tax year. Otherwise, (1) submit the data on Form AD-343 and (2) contact NFC, Payroll/Personnel Operations Section. A delay in reporting will result in the issuance of an incorrect W-2. The W-2 will be adjusted to include the parking fees once Form AD-343 is processed.

**Entry Instructions:**

Type/select **17** in the TC field and **9** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

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Example: To enter parking benefits in the amount of \$99.99, type **99.99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 18, Overtime Grain Appeal</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	All Federal Grain Inspection Service employees, except Senior Executives



<b>Rate:</b>	One and one-half times base rate. The biweekly limitation of the gross pay for the top step of Grade GS-15 does not apply to this pay.

**Description:**

This TC is used to record overtime hours spent performing grain appeal inspections.

**Entry Instructions:**

Type/select **18** in the TC field and the number of hours worked in excess of the basic workweek for grain appeal inspections in the applicable Week 1 Hrs/Week 2 Hrs fields. If the grain appeal inspection occurs during the night differential period (6 p.m. and 6 a.m.), use a TC applicable to night differential for overtime (or compensatory time).

If applicable, type the code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 19, Overtime Over 8</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS and FWS employees Intermittent employees Youth Opportunity Campaign Program employees
<b>Rate:</b>	<ul style="list-style-type: none"> <li>• For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5.</li> <li>• For employees with rates of basic pay greater than basic pay for GS-10, step 1 the overtime rate is the greater of (1) the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5 or (2) the employee's hourly rate of basic pay.</li> </ul> <p>These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime.</p> <p>Retirement and Thrift Savings Plan deductions are always computed at the employee's current base pay even though the over 8 hours are paid at an overtime rate. If the hours of work are performed in excess of 8 hours on any one day to complete the 40-hour basic workweek, the retirement and Thrift Savings plan deductions are still computed at the employee's base rate of pay.</p> <p>For employees who fill in nonpay status with TC 19, retirement and Thrift Savings Plan deductions are computed at the current base pay.</p>



**Description:**

This TC is used to record work performed in excess of 8 hours on any one day within the 40-hour basic workweek.

**Full-time GS and FWS Employees**

If the employee is on LWOP during the basic workweek and performs work in excess of 8 hours in any one day to fill in or complete his/her 40-hour workweek, record the first 8 hours using the base pay transaction code (01, 04, 05, etc.) and the hours over 8 using TC 19. (For AWS employees, TC 19 would be reported for hours above the daily tour or 8, whichever is greater based on 80 hours per pay period.)

**Part-time/Intermittent GS and FWS Employees**

Use TC 19 to record the hours worked in excess of 8 hours in any one day.

**Callback Time**

A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record the callback time over 8 but within 40 hours using TC 19. If the employee performs less than 2 hours of work, record the callback time for which work was performed in 15-minute increments, using TC 19. Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed.

**Entry Instructions:**

Type/select **19** in the TC field and the number of hours worked in excess of 8 hours on any one day to complete the 40-hour basic workweek in the applicable Week 1 Hrs/Week 2 Hrs fields. TC 01 should be used to record base hours.

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Note: The total hours recorded using TC 01 (up to 8 hours per day) and TC 19 (over 8 hours per day) cannot exceed 40 hours per week.

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If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 19, Prefix 01, Overtime Over 8 (for protective services)</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16



<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	(1) For an employee exempt from FLSA, 1 1/2 times base hourly rate not to exceed the base rate for GS-10, Step 1. (2) For an employee nonexempt from FLSA, the applicable FLSA overtime rate.

**Description:**

This TC is used to record work for protective services duty performed in excess of 8 hours in any one day within the 40-hour basic workweek.

**Entry Instructions:**

Type/select **01** in the Prefix field and **19** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 19, Prefix 97, Overtime-Scuba Diving 175 Percent</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	FWS employees
<b>Rate:</b>	175 percent of environmental differential rate

**Description:**

This TC is used to record overtime over 8 hours in a day actually spent in the water while engaged in diving operation performed outside the regular tour of duty.

**Entry Instructions:**

Type/select **97** in the Prefix field and **19** in the TC field. Type the number of hours (minimum 1 hour) outside the regular tour of duty used in a diving operation in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Overtime-Premium Rate</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	All employees <b>Exception:</b> Senior Executives
<b>Rate:</b>	<ul style="list-style-type: none"> <li>For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5.</li> <li>For employees with rates of basic pay greater than basic pay for GS-10, step 1, the overtime rate is the <b>greater</b> of (1) the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5, or (2) the employee's hourly rate of basic pay.</li> </ul> <p>These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime.</p> <hr/> <p>Note: National Civilian Community Corps employees are paid at a base rate.</p> <hr/> <p>Do not use TC 21 to record hours worked in excess of the basic workweek if:</p> <ul style="list-style-type: none"> <li>The overtime worked is used to fill in the basic workweek. (The employee was in nonpay status.)</li> <li>The employee is to receive compensatory time off in lieu of overtime pay.</li> </ul> <p>CallBack Time: A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record all of the callback time using TC 21. If the employee performs less than 2 hours of work, record the callback time for which work was performed in 15-minute increments, using TC 21. Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed.</p> <p>Law Enforcement Officer Employees: Overtime pay for FLSA exempt law enforcement officers who are paid more than GS-10, Step 1, is either paid at 1 1/2 times GS-10, Step 1, or the base rate of pay, whichever is greater. Any overtime earned after January 1, 1991, is calculated using an interim geographic adjustment or locality comparability adjustment.</p>

**Description:**

This TC is used to record overtime hours performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 hours per pay period.



**Entry Instructions:**

Type/select **21** in the TC field and the number of overtime hours worked outside the basic workweek in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 01, Overtime over 40 (for protective services)</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	One and one-half times base rate or FLSA rate

**Description:**

This TC is used to record overtime hours for protective services duty performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 per pay period.

**Entry Instructions:**

Type/select **01** in the Prefix field and **21** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 11, Forest Service Emergency Fire Suppression</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Forest Service
<b>Rate:</b>	One and one-half times the hourly rate of basic pay



**Description:**

This TC is used to record overtime hours performed outside the basic 40-hour workweek for those employees assigned to emergency fire suppression duty.

**Entry Instructions:**

Type/select **11** in the Prefix field and **21** in the TC field. Type the number of overtime hours worked in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 17, OT Sub-Within Tour OT Not Worked</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked as regular scheduled overtime and substituted for Within Tour Overtime not worked in the same pay period or to repay an existing obligated debt balance. This TC will decrease the Obligated Debt Balance hours.

**Entry Instructions:**

Type/select **17** in the Prefix field and **21** in the TC field. Type the appropriate hours to be recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 21, Prefix 20, Overtime Paid at Double Rate</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Two times the basic hourly rate <b>Note:</b> Basic pay includes locality pay and excludes premium/differential pay.



**Description:**

This TC is used to record overtime hours worked by Customs Officers that are calculated at 2 times the basic hourly rate.

Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **21** in the TC field. Type the appropriate number of hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 22, Call Back Overtime Double Rate</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Two times the basic hourly rate

**Description:**

This TC is used to record hours worked (minimum of 2) for which compensation is authorized and for which a Customs Officer is required to return to his/her place of work.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. Work must begin at least 1 hour after the end of any previous regularly scheduled tour of duty and end at least 1 hour before the beginning of the following regularly scheduled tour of duty. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by COPRA.

Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.



**Entry Instructions:**

Type/select **22** in the Prefix field and **21** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 30, Commute Overtime Triple Rate</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Three times the basic hourly rate

**Description:**

This TC is used to record the amount of time a Customs Officer is entitled to be paid as compensation for commuting time.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by COPRA.

Work must begin within 16 hours of the last regularly scheduled work assignment and more than 2 hours before the next regularly scheduled work assignment.

Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.

**Entry Instructions:**

Type/select **30** in the Prefix field and **21** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 21, Prefix 71, OT Substituted - LWOP, AWOL, SUSP</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked as regular scheduled overtime and substituted for LWOP, AWOL, suspension, or furlough in the same pay period only. This TC will be paid at the base hourly rate and will be included in base pay.

**Entry Instructions:**

Type/select **71** in the Prefix field and **21** in the TC field. Type the appropriate hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 21, Prefix 83, Overtime Used to Repay Debt</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked as regular scheduled overtime and used to repay an existing obligated debt balance. Employee is not entitled to pay for this transaction. Hours worked are subtracted from the BPAPRA obligated debt balance. This transaction will not be included as a part of gross pay.

**Entry Instructions:**

Type/select **83** in the Prefix field and **21** in the TC field. Type the appropriate hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 21, Prefix 97, Overtime-Scuba Diving 175 Percent</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	FWS employees
<b>Rate:</b>	175 percent of environmental differential rate



**Description:**

This TC is used to record overtime hours actually spent in the water while engaged in diving operation performed outside the regular tour of duty.

**Entry Instructions:**

Type/select **97** in the Prefix field and **21** in the TC field. Type the number of hours (minimum 1 hour) in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 22, Overtime Double for Sunday Work</b>
<b>TC Descriptor:</b>	01, 02, 04
<b>Applies To:</b>	All Animal and Plant Health Inspection Service employees, except Senior Executives
<b>Rate:</b>	Two times the hourly base rate



**Description:**

This TC is used to record overtime hours worked to perform inspection and quarantine services on Sunday. The biweekly limitation of the gross pay for the top step of Grade GS-15 does not apply to this pay.

**Night Differential**

The employee is also entitled to night differential payment for all hours of work performed between 6 p.m. and 6 a.m. Record the hours that fall within the night differential period using TC 13. See TC 13 instructions.

**Travel**

Record the hours allowed for commuted travel for Sunday work using TC 23. Travel hours are payable at the regular overtime rate and are subject to the maximum overtime rate restriction of GS-10, step 1.



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Note: TC 22 should only be used if the employee’s regularly scheduled tour of duty does not include Sunday work and if the work performed is overtime.

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**Entry Instructions:**

Type/select **22** in the TC field and the number of hours of work performed on Sunday for inspection, quarantine, and auxiliary services for United States imports and exports in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 23, Overtime Travel Under FLSA</b>
<b>TC Descriptor:</b>	01, 04
<b>Applies To:</b>	Nonexempt FLSA employees <b>Exception:</b> Employees entitled to Customs Officers Pay Reform
<b>Rate:</b>	FLSA overtime

**Description:**

This TC is used to record hours of travel away from the official duty station outside the tour of duty for which an employee is entitled to compensation under FLSA.

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Note: Hours of travel which occur during the basic workweek must be reported using TC 01. Forty hours of regular time (including leave) must be recorded before TC 23 can be used.

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**Entry Instructions:**

Type/select **23** in the TC field and the number of overtime hours worked outside the basic workweek in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 24, Overtime Travel Under Title V</b>
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<b>TC Descriptor:</b>	01, 04
<b>Applies To:</b>	All employees <b>Exception:</b> Wage marine employees and Senior Executives
<b>Rate:</b>	One and one-half times base rate

**Description:**

This TC is used to record hours of travel for purposes which are compensable under Title V and FLSA. See 5 CFR 550.112(g) and FPM Letter 551-24 for detailed information.

**Entry Instructions:**

Type/select **24** in the TC field and the number of hours of travel which are performed outside the regular working hours on a workday or non-workday in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 25, Overtime Over 40 With Night Differential</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS employees <b>Exception:</b> Employees entitled to Customs Officers Pay Reform
<b>Rate:</b>	Hourly overtime rate plus 10 percent base rate for night differential

**Description:**

This TC is used to record hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period. For AWS Code 5 or 8, record hours of work over 80 hours per pay period.

Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek.



Exception 1: Night differential in addition to overtime payment for employees performing grain appeal inspections may be paid only if the overtime is worked during the hours of services established at the point of inspection. Overtime work on grain appeal performed outside the established hours must be reported using TC 18, Overtime Grain Appeal.

Exception 2: Employees, whether full-time, part-time, or intermittent, engaged in meat and poultry inspection work are entitled to night differential for all regular and occasional overtime performed between 6 p.m. and 6 a.m.

**Entry Instructions:**

Type/select **25** in the TC field and the number of regularly scheduled overtime hours worked that fall between the hours of 6 p.m. and 6 a.m. in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 25, Prefix 01, Overtime Over 40 With Night Differential (for protective services)</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Officers Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	Hourly overtime rate plus 10 percent base rate for night differential

**Description:**

This TC is used to record hours of regularly scheduled work for protective services duty performed outside the basic 40-hour workweek during the night differential period. For AWS Code 5 or 8, record hours of work over 80 hours per pay period.

**Entry Instructions:**

Type/select **01** in the Prefix field and **25** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 26, Overtime Over 8 With Night Differential</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS employees Youth Opportunity Campaign Program employees <b>Exception:</b> Employees entitled to Customs Officers Pay Reform
<b>Rate:</b>	Hourly overtime rate plus 10 percent base rate for night differential

**Description:**

This TC is used to record regularly scheduled work performed during the night differential period in excess of 8 hours on any one day within the 40 hour basic workweek.

For eligible employees, retirement and Thrift Savings Plan deductions are computed on the employee’s current base pay for the hours reported using TC 26 even though the hours are paid at the overtime rate.

For employees who fill in nonpay status with TC 26, retirement and thrift savings plan deductions are computed at the base rate of pay.

Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek and must be scheduled to recur on successive days or after specified intervals. Employees engaged in meat and poultry inspection work are entitled to night differential for all overtime work performed between 6 p.m. and 6 a.m., whether or not it was scheduled as part of the regularly scheduled workweek.

**Full-time GS Employees**

If the employee was on LWOP during the basic workweek and performed work during the night differential period in excess of 8 hours in any one day to fill in or complete the basic workweek, record the hours over 8 using TC 26.

Record any regularly scheduled hours worked in excess of 40 hours in the workweek during the night differential period. If not regularly scheduled, the time should be recorded using TC 21 or TC 25.

**Part-time GS Employees**

Use TC 26 to record the hours worked in excess of 8 hours in any one duty day if the hours of work are within the night differential period.



**Entry Instructions:**

For base hours, type/select **01** in the TC field and the applicable hours in the Week 1 Hrs/Week 2 Hrs fields. For the overtime over 8 with night differential hours, type/select **26** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TD field. See TC 01 for definitions of applicable codes.

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Note: The hours for TC 26 cannot exceed the hours for TC 01. The total hours recorded using TC 11 (up to 8 hours per day) and TC 26 (over 8 hours per day) cannot exceed 40 hours per week.

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<b>Transaction Code:</b>	<b>TC 27, Overtime Plus 10 Percent of Overtime Rate</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time wage marine engineer officers
<b>Rate:</b>	Hourly rate for overtime plus 10 percent. Multiply the overtime rate by 1.1 and round to the nearest cent. No other premium compensation is payable.

**Description:**

This TC is used to record entitlement to overtime pay for dirty work for Engineer Officers (Occupational Series 9931, 9932, 9933, and 9934).

**Entry Instructions:**

Type/select **27** in the TC field and the number of overtime hours performed for dirty work in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 29, Credit Hours Worked</b>
<b>TC Descriptor:</b>	01, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS employees (excluding SES employees) FWS employees



**Description:**

This TC is used to record hours worked in excess of the basic work requirement, approved by the employee's Agency, at the option of the employee in order to vary the length of the workday or workweek under certain AWSs. The excess hours worked are not considered overtime hours.

In order for an employee to be eligible to earn credit hours, the AWS field must be coded 7 or 8. If the AWS field is not coded 7 or 8, the employee will not be allowed to earn credit hours. The hours recorded under TC 29 will automatically be disallowed, but the T&A will not reject.

A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next.

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Note: GAO employees may accumulate a maximum of 10 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited on a prorated basis and may carry over an amount equal to a quarter of the biweekly work requirement. For example, a part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours (.25 x 40 = 10).

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If the database balance plus any credit hours earned, but not used, during the current pay period reflect a balance of more than 24 hours of credit hours earned, the hours in excess of 24 will not automatically be disallowed and the T&A will not reject. See TC 50, Credit Hours, for recording hours of paid absence that are to be charged to the employee's credit hours account.

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Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the Agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the Agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

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**Entry Instructions:**

Type/select **29** in the TC field and the credit hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, enter the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 30, Overtime Call Back No Work Performed</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13



<b>Applies To:</b>	All employees <b>Exception:</b> Wage marine employees and Senior Executives
<b>Rate:</b>	One and one-half times base rate

**Description:**

This TC is used to record the number of hours of premium pay entitlement for employees called back to their place of employment when no work was performed. An employee is entitled to a minimum of 2 hours of premium pay.

If the employee performs 2 or more hours of work, all of the callback time should be recorded using the appropriate overtime transaction code. If the employee performs less than 2 hours of work, the callback time for which work was performed is recorded, in 15 minute increments, should be recorded using the appropriate overtime transaction code.

**Entry Instructions:**

Type/select **30** in the TC field and the balance of the 2 hours for which no work was performed in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 31, Holiday Worked</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS and FWS employees Summer Employment Program for Youth (over 90 days)
<b>Rate:</b>	Base rate of pay

**Description:**

This TC is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.



If the employee is not entitled to premium pay, TC 01 should be used to record the hours worked on a holiday.

If the employee is on an alternate work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using TC 31.

If two holidays occur in a single pay period, the time recorded using TC 31 can exceed 8 hours.

In addition to recording the holiday hours worked, record the employee's regularly scheduled duty hours for the day designated as a holiday using TC 66, Other Leave.

If an employee works on a day designated as a holiday outside of the regularly scheduled tour of duty, the appropriate overtime transaction code should be used.

If the employee was scheduled to work on a holiday but is called for military duty or an injury occurs, TC 31 with one of the following transaction codes should be used:

**CodeName**

65 Regular Military Leave

67 Injury Leave

68 Emergency Military Leave

**Full-time GS and FWS Employees**

Full-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to base pay and, if applicable, night or shift differentials for a non-worked holiday which occurs within the regularly scheduled basic workweek. If a holiday does not fall on the employee's regularly scheduled workday, the workday which is considered to be the holiday will depend upon the employee's schedule and the actual day of the holiday. The designated holiday is set forth by the OPM, Departmental, and Agency regulations.

**Full-time Employees With an Alternate Work Schedule**

Full-time employees on an AWS who perform non-overtime work on a holiday (or a day designated as the holiday) are entitled to base pay plus premium pay equal to base pay for the hours worked on the holiday. The holiday hours worked cannot exceed 9 hours or 10 hours depending upon the employee's AWS.

**Part-time GS and FWS Employees**

Part-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to be excused or to receive premium pay only if the holiday falls within the scheduled tour of duty.

**Intermittent Employees and Employees With an Appointment Limitation of Less Than 90 Days**

Intermittent employees and employees with an appointment limitation of less than 90 days are not entitled to premium holiday pay. These employees receive the basic rate of compensation for



the hours worked on a holiday. The 90 day requirement does not apply to employees compensated on an annual or monthly basis.

**Exception:** If the employee has been employed for a continuous period of 90 days or more, under one or more appointments, without a break in service, he/she is entitled to pay for a non-worked holiday plus premium pay for the holiday hours worked.

**Entry Instructions:**

Type/select **31** in the TC field and record the number of hours (minimum 2; maximum 16) the employee worked on a day designated as a holiday in the applicable Week 1 Hrs/Week 2 Hrs fields only if the employee is entitled to premium holiday pay.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

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Note: For FWS employees, enter Suffix 1, 2, 3, or 4 when using TC 31 to record premium pay for holiday hours worked.

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<b>Transaction Code:</b>	<b>TC 31, Prefix 01, Holiday Worked (for protective services)</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	Base rate of pay

**Description:**

This TC is used to record the hours of work for protective services duty performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.

**Entry Instructions:**

Type/select **01** in the Prefix field and **31** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 31, Prefix 10, Holiday Pay Regular Rate</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Basic hourly rate for the hours worked on a holiday

**Description:**

This TC is used to record the hours of any regularly scheduled work performed on a holiday, including those holidays declared by Executive Order.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by COPRA.

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Note: Customs officers do not have the same entitlement to a 2-hour minimum, as is applicable to other employees.

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**Entry Instructions:**

Type/select **10** in the Prefix field and **31** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

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Note: Employees entitled to Customs Officers Pay Reform are only entitled to the TC 31 with an appropriate entry in the Prefix field.

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<b>Transaction Code:</b>	<b>TC 31, Prefix 97, Holiday-Scuba Diving 175 Percent</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	FWS employees



<b>Rate:</b>	175 percent of environmental differential rate

**Description:**

This TC is used to record time actually spent in the water while engaged in diving operation performed on a holiday.

**Entry Instructions:**

Type/select **97** in the Prefix field and **31** in the TC field. Type the number of hours (minimum 1 hour) worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 32, Compensatory Time Worked</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS and FWS employees <b>Exception:</b> Employees entitled to Customs Officers Pay Reform
<b>Rate:</b>	Time off from the scheduled basic workweek on an hour-for-hour basis or monetary payment at the overtime rate in effect for the work period in which it was earned if the compensatory time is not taken within the established timeframe.

**Description:**

This TC is used to record the hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay.

Regulations governing the earning of overtime pay also apply to earning compensatory time. Compensatory time must be worked outside the employee's regularly scheduled tour of duty. The amount of time off must not exceed the time spent performing irregular or occasional overtime work.

Compensatory time may be earned to repay time off for religious observance. See TC 32, Prefix 77, for detailed instructions.



Record the codes for the financial projects, activities, and locations benefiting from the compensatory time worked in the remarks section.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your Agency policy regarding compensatory time payments/liquidation.

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Note: Regular compensatory time worked is the first category of premium pay that is cut back if the base pay plus premium pay exceeds the gross biweekly limitation. The personnel office can verify compensatory time balances by accessing IRIS program IR139.

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### **FWS Employees**

To record the hours of compensatory time earned on the T&A, TC 32 must be used with suffixes 1, 2, or 3. These suffixes allow the earned compensatory time to be recorded at the prevailing rate of each shift.

### **Payment for Compensatory Time**

The employee is paid for compensatory time when leaving the rolls or at the time designated by the Agency. The employee is paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

When the employee must be paid for compensatory time, you must report through the channels of your organization, as appropriate, the employee's name, Social Security number, T&A contact point code, and the number of hours to be paid. This should be done during the last pay period being reported for an employee leaving the organization or at the time designated by the Agency.

The personnel office must process Form AD-581, Lump Sum Leave or Compensatory Time Payments, for payment of compensatory leave. Reduce the hours paid from the compensatory leave balance in STAR for interim payments of compensatory time. Enter **To be paid for (number) comp hours, in the remarks section.**

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Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the Agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the Agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

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### **Entry Instructions:**

Type/select **31** in the TC field and the number of overtime hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields. Type/select TC 12 (in addition to TC 32) to record overtime worked during the night differential period that is subject to night differential.



Compensatory time may be accrued by FLSA exempt employees only to the extent that the aggregate compensation (gross pay) for the biweekly pay period does not exceed the gross biweekly pay for the top pay of Grade GS-15. The hours earned and the base or premium rate of pay applicable to those hours are maintained in the employee's database.

For FWS employees, type **1**, **2**, or **3** in the suffix field.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 32, Prefix 77, Compensatory Time Worked-Religious Observance</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	Full-time/part-time GS employees

**Description:**

This TC is used to record the hours of irregular or occasional overtime work which the employee performs or accumulates to repay or accrue time used for religious observance.

Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted (see TC 60) should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken or by the date established by the Agency. The Agency may extend the time allowed to repay the advanced time off. Supervisors should review T&As to assure repayment is made either by the end of the leave year or by the date established by the Agency. The Compensatory Time for Religious Observance Report is generated for supervisors to monitor outstanding compensatory time balances to ensure that repayment is made in accordance with Agency policy.

If an employee separates and maintains a positive balance of compensatory time worked for religious purposes, the compensatory time is paid at the basic rate of pay.

Compensatory time for religious observance is not subject to the premium pay provisions of Title V and FLSA.

**Caution:** Only TC 32, with Prefix 77, will reduce outstanding balances for compensatory time used for religious observance. Do not use TC 32 without the prefix to repay hours recorded against TC 60.



**Entry Instructions:**

Type/select **77** in the Prefix field and **32** in the TC field. Enter the number of compensatory hours worked for religious observance in the applicable Week 1 Hrs/Week 2 Hrs fields to offset time off for religious observance.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 32, Prefix 78, Compensatory Travel Earned</b>
<b>Applies To:</b>	All employees, <b>except</b> Senior Executive Service, and Senior Foreign Service employees

**Description:**

This TC is used to record the hours of overtime earned for travel during uncompensated non-work hours. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee’s official duty station when such time is not otherwise compensable.

Compensatory time for travel rules provide a number of definitions and conditions including "travel" and "travel status," which individuals must meet to be eligible for this form of time off from work. To obtain this information, refer to the OPM's regulations (5 CFR Part 550, RIN: 3206-AK74).

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. NFC will automatically delete any balances after 26 pay periods.

Compensatory time for travel is displayed in IRIS on IR139, Compensatory Leave & Rate, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line is displayed in the Earnings and Deductions portion of the employee’s E& L Statement and the Employee Personnel Page (EPP) to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.

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Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the Agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the Agency to collect and track these times for accounting



purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

**Entry Instructions:**

Type/select **78** in the Prefix field and **32** in the TC field. Enter the number of compensatory hours worked for compensatory travel earned in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 32, Prefix 80, BPAPRA Comp Time Earned</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours worked in excess of the base 80 hours and Border Patrol Agent Pay Reform Act (BPAPRA) Within Tour Overtime approved by management but not scheduled in advance of the pay period.

**Entry Instructions:**

Type/select **80** in the Prefix field and **32** in the TC field. Enter the number of compensatory hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 32, Suffix 5, Comp Time Worked at Base Rate</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Capitol Police
<b>Rate:</b>	Base rate of pay



**Description:**

This TC is used to record the hours of irregular or occasional overtime worked for which the employee has elected to take time off in lieu of receiving additional duty pay at the base rate.

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Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.

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**Entry Instructions:**

Type/select **32** in the TC field and **5** in the Suffix field. Type the number of applicable hours in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 32, Suffix 6, Comp Time Worked on Holiday</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
<b>Applies To:</b>	U.S. Capitol Police

**Description:**

This TC is used to record the hours of overtime worked on a holiday for which the employee has elected to take time off in lieu of receiving holiday pay.

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Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.

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**Entry Instructions:**

Type/select **32** in the TC field and **6** in the Suffix field. Type the number of applicable hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 33, Overtime Call Back No Work on Sunday</b>
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<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	All employees
<b>Rate:</b>	Two times base rate

**Description:**

This TC is used to record a minimum of 2 hours of premium pay entitlement for employees called back to perform animal inspection and plant quarantine services on Sunday when no work was performed.

If the employee performs 2 or more hours of work, record all of the time using TC 22 (plant quarantine and animal health import/export inspectors only). If the employee performs less than 2 hours of work, record the callback time for which work was performed in 15-minute increments, using TC 22. Record the balance of the 2 hours for which no work was performed using TC 33.

**Entry Instructions:**

Type/select **33** in the TC field and the number of Sunday callback hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Union/Contract Negotiation</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	Full-time/part-time GS and FWS employees
<b>Rate:</b>	Hourly base rate of pay

**Description:**

This TC is used to record union contract-related activities occurring during the employee's normal work schedule.



Listed below are the activities applicable to TC 35:

- Negotiation and renegotiation of collective bargaining agreements
- A contract re-opener clause
- Negotiation meetings with the Federal Mediation and Conciliation Service (FMCS) and the Federal Service Impasses Panel (FSIP)

See TCs 36, 37, and 38 for additional TCs used to record authorized, official time used for participation in union-related functions not listed above.

**Entry Instructions:**

Type/select **35** in the TC field and the number of hours the employee participates in or is a witness for a union-related, representational function in the applicable Week 1 Hrs/Week 2 Hrs fields. For additional pay entitlement, use the appropriate suffix with TC 35.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Prefix 05, Union/Contract Negotiation (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of union contract-related activities (in 15-minute increments) occurring during the employee’s tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.



**Entry Instructions:**

Type/select **05** in the Prefix field and **35** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Prefix 10, Union/Contract Negotiation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of union contract-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **35** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Prefix 15, Union/Contract Negotiation (at 15 percent)</b>
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<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours union contract-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **35** in the TC field. Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Prefix 20, Union/Contract Negotiation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of union contract-related activities (in 15-minute increments) occurring during the employee’s tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **35** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 35, Prefix 50, Union/Contract Negotiation</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of union contract-related activities occurring on a regularly scheduled non-overtime Sunday that is not a holiday.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **35** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Union/Midterm Negotiation</b>
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<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	Full-time/part-time GS and FWS employees
<b>Rate:</b>	Hourly base rate of pay

**Description:**

This TC is used to record union midterm-related activities occurring during the employee’s normal work schedule.

TC 36 should not be used for the following union-related activities:

- Negotiation and renegotiation of collective bargaining agreements
- A contract re-opener clause
- Negotiation meetings with FMCS and FSIP

See TCs 35, 37, and 38 for additional TCs used to record authorized, official time the employee participated in other union-related representational functions.

**Entry Instructions:**

Type/select **36** in the TC field and the number of hours the employee participates in union-related, representational functions in the applicable Week 1 Hrs/Week 2 Hrs fields.

For additional pay entitlement, use the appropriate suffix with TC 36.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Prefix 05, Union/Midterm Negotiation (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate



**Description:**

This TC is used to record hours of union midterm-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **36** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Prefix 10, Union/Midterm Negotiation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of union midterm-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **36** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Prefix 15, Union/Midterm Negotiation (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of regular hourly rate

**Description:**

This TC is used to record hours of union midterm-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **36** in the TC field. Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Prefix 20, Union/Midterm Negotiation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of union midterm-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **36** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 36, Prefix 50, Union/Midterm Negotiation</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of union midterm-related activities occurring on a regularly scheduled non-overtime Sunday that is not a holiday.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **36** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 37, Union/Ongoing Labor Management Relations (LMR) Activity</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	Full-time/part-time GS and FWS employees
<b>Rate:</b>	Hourly base rate of pay

**Description:**

This TC is used to record union ongoing LMR-related activities occurring during the employee’s normal work schedule.

Listed below are the activities applicable to TC 37:

- Labor-Management Committees
- Consultations
- Occupational Safety and Health Administration (OSHA) Inspections
- Labor relations training for union representatives
- Formal and Weingarten-type meetings

See TCs 35, 36, and 38 for additional TCs used to record authorized, official time the employee participated in other union-related representational functions.

**Entry Instructions:**

Type/select **37** in the TC field and the number of hours the employee participates in or is witness for a union-related representational function in the applicable Week 1 Hrs/Week 2 Hrs fields. For additional pay entitlement, use the appropriate suffix with TC 37.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 37, Prefix 05, Union/Ongoing LMR Activity (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13



<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of ongoing union labor management-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **37** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, Type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 37, Prefix 10, Union/Ongoing LMR Activity (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of ongoing union labor management-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **37** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 37, Prefix 15, Union/Ongoing LMR Activity (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of ongoing union labor management-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **37** in the TC field. Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 37, Prefix 20, Union/Ongoing LMR Activity (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of ongoing union labor management-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **37** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 37, Prefix 50, Union/Ongoing LMR Activity</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of union ongoing labor management-related activities occurring on a regularly scheduled non-overtime Sunday that is not a holiday.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **37** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Union/Grievance/Appeal Representation</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	Full-time/part-time GS and FWS employees
<b>Rate:</b>	Hourly base rate of pay

**Description:**

This TC is used to record union grievance- and appeal-related activities occurring during the employee's normal work schedule.

Listed below are the activities applicable to TC 38:

- Grievances
- Arbitrations
- Adverse Actions
- Equal Employment Opportunity (EEO) Complaints
- Other complaints and appellate processes

See TCs 35, 36, and 37 for additional TCs used to record authorized, official time the employee participated in other union-related representational functions.

**Entry Instructions:**

Type/select **38** in the TC field and the number of hours the employee participates in or is a witness for a union-related representational function in the applicable Week 1 Hrs/Week 2 Hrs fields. For additional pay entitlement, use the appropriate suffix with TC 38.



If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Prefix 05, Union/Grievance/Appeal Representation (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of union grievance- and appeal-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **38** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Prefix 10, Union/Grievance/Appeal Representation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of union grievance- and appeal-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **38** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Prefix 15, Union/Grievance/Appeal Representation (at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours union grievance- and appeal-related activities (in 15-minute increments) occurring during the employee’s regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **38** in the TC field. Enter the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Prefix 20, Union/Grievance/Appeal Representation (at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of union grievance- and appeal-related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **38** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 38, Prefix 50, Union/Grievance/Appeal Representation</b>
<b>TC Descriptor:</b>	01, 02, 03, 11, 12, 13
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay



**Description:**

This TC is used to record hours of union grievance- and appeal-related activities occurring on a regularly scheduled non-overtime Sunday that is not a holiday that is applicable for Sunday differential.

An employee must be coded eligible in the database to earn this compensation, otherwise the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **38** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 39, Shore Leave Earned</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Commerce GS employees FWS employees  <b>Exception:</b> Intermittent employees and temporary employees with an appointment limitation of less than 90 days

**Description:**

This TC is used to record hours of shore-leave earned during extended voyage(s) that is to be credited to the employee's shore leave account.

Employees regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals. Shore leave is accumulated, 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.

If the employee is transferred, any shore-leave balance may be transferred only if the employee does not have a break in service and is assigned to another Agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump sum) upon separation or upon assignment to a position where employees do not earn shore leave.

See TC 59 for instructions for recording shore leave used.



### Entry Instructions:

Type/select **39** in the TC field and the number of hours earned (in 8 hour increments) in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 40, Home Leave Earned</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees in service abroad <b>Exception:</b> Wage marine employees
<b>Rate:</b>	Base rate

### Description:

This TC is used to record the number of days of home leave earned during service abroad that is to be credited as hours to the employee's home leave account.

Home leave is earned by eligible employees for service abroad. Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee's place of residence if the place of residence is the Commonwealth of Puerto Rico or a possession of the United States. The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.

Depending upon the requirements, type of assignment, and percent of differential entitlements at the post of duty, home leave is earned at the rate of 5, 10, or 15 days for each 12 months of service abroad.

When a change in the employee's home leave earning status changes during the month of service abroad, the Agency should credit the employee with the amount of home leave for the month at the rate the employee was entitled to before the change was made. This may occur when:

- An employee moves between different home leave earning rates during the month of service abroad.
- A change in the differential occurs during a month of service abroad and results in a different home leave earning rate.

See TC 69 for instructions on home leave taken.



**Entry Instructions:**

Type/select **40** in the TC field and the number of home leave days converted to hours in 1-day increments that are to be credited to the employee’s account in the applicable Week 1 Hrs/Week 2 Hrs fields. The entry should reflect the appropriate number of hours equivalent to the number of days earned.

<b>Transaction Code:</b>	<b>TC 41, Premium Pay on an Annual Basis Differential In Lieu of Overtime (DLO)</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	FLSA exempt and nonexempt employees <b>Exception:</b> Customs Officers Pay Reform
<b>Rate:</b>	For AUO, the rate is one half of the regular FLSA rate, if FLSA nonexempt; for availability pay, there is no applicable FLSA overtime.

**Description:**

This TC is used to record the hours of standby time or AUO which were actually worked.

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Note: TC 41 is used for tracking AUO and availability pay only for Small Business Administration and for Departments of Justice, Commerce, and Department of the Treasury employees.

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An employee must be coded in the database by processing a personnel action to earn standby/AUO; otherwise, the T&A will reject.

The AUO 1, 2, and % fields must be coded with the scheduled hours and percentage rate to begin AUO.

**Entry Instructions:**

Type/select **41** in the TC field and the hours of standby/AUO work performed in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 41, Prefix 01, Premium Pay on an Annual Basis (DLO) (for protective services)</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
<b>Rate:</b>	For AUO, the rate is one half of the regular FLSA rate. If FLSA nonexempt, for availability pay there is no applicable FLSA overtime.

**Description:**

This TC is used to record the hours of AUO or the hours of availability pay which were actually worked for protective services duty.

**Entry Instructions:**

Type/select **01** in the Prefix field and **41** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 41, Prefix 11, Supplemental Pay 25%</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record the hours entitled to supplemental pay for the pay period, for the Level 1 Schedule.

**Entry Instructions:**

Type/select **11** in the Prefix field and **41** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 41, Prefix 12, Supplemental Pay 12.5%</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	U.S. Customs and Border Protection
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**Description:**

This TC is used to record the hours entitled to supplemental pay for the pay period, for the Level 2 Schedule.

**Entry instructions:**

Type/select **12** in the Prefix field and **41** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 45, Cost of Living Allowance</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	GS employees



**Description:**

This TC is used to begin cost-of-living allowance (COLA) payments.

COLA is a special pay entitlement for an employee whose duty station is in a high cost-of-living area (e.g., Alaska, Hawaii, U.S. possessions, and Panama). Entitlement to COLA must be established in the database by processing a personnel action. Payment of the allowance begins and ends, based on the data furnished on the T&A. Payment for COLA will be charged against the same accounting data used for regular time.

The T&A entry for COLA payments is made **only** in the pay period the COLA begins. Payment will automatically continue until TC 47 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.

The hours recorded using TC 45 can only be equal to or less than the total base pay hours recorded for the pay period.

A combination of TC 45 and TC 46 cannot exceed 45 hours per week.



### Entry Instructions:

Record the hours in pay status in the usual manner with the appropriate TC(s). Type/select **45** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields only in the pay period the COLA begins. Type the effective date that the employee arrives at the designated duty station in the remarks section.

<b>Transaction Code:</b>	<b>TC 46, Post Differential</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	GS employees

### Description:

This TC is used to begin post differential payments.

Post differential is a special pay entitlement provided an employee who is assigned to a designated duty station. Entitlement to post differential must be established in the database by processing a personnel action. Payment for post differential begins and ends based on the data furnished on the T&A. Payment for post differential will be charged against the same accounting data used for regular time.

The T&A entry for post differential payments is made only in the pay period the post differential begins. Payment will automatically continue until TC 48 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.

The hours recorded using TC 46 can only be equal to or less than the total base pay hours recorded for the pay period. A combination of TC 45 and TC 46 cannot exceed 45 hours per week.

### Entry Instructions:

Record the hours in pay status in the usual manner with the appropriate TC(s). Type/select **46** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields only in the pay period the differential is to begin. Type the effective date that the employee arrives at the designated duty station in the remarks section.

<b>Transaction Code:</b>	<b>TC 47, Stop Cost of Living Allowance</b>
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<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	GS employees

**Description:**

This TC is used to discontinue COLA payments.

The personnel office should submit Form AD-343 to retroactively discontinue COLA. A corrected T&A should not be processed.

**Entry Instructions:**

To permanently discontinue COLA payments, complete the T&A in the usual manner during the pay period in which the payment is to be discontinued. Total all regular time hours from the beginning of the pay period through the last day the employee was eligible to receive the allowance. Type/select **47** in the TC field and the number of hours for which the employee is entitled to COLA in the Week 1/Week 2 fields. The total hours entered using TC 47 cannot exceed an employee's regularly scheduled tour of duty hours.

To temporarily discontinue COLA payments, the employee must have received payment for allowances for the entire pay period prior to the pay period being reported. Complete the T&A in the usual manner. Type/select **47** in the TC field and **0** (zero) in the Week 1 Hrs/Week 2 Hrs fields.

To resume COLA payments on a subsequent T&A, use TC 45.

Type the effective date that the employee departs from the designated duty station in the remarks section.

<b>Transaction Code:</b>	<b>TC 48, Stop Post Differential</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	GS employees

**Description:**

This TC is used to discontinue post differential payments.



The personnel office should submit Form AD-343 to discontinue post differential payments. A corrected T&A should not be processed.

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Note: An employee is ineligible to receive post differential when on leave outside the post differential area.

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**Entry Instructions:**

To permanently discontinue post differential payments, complete the T&A in the usual manner during the pay period in which the payment is to be discontinued. Total all regular time hours from the beginning of the pay period through the last day the employee was eligible to receive the allowance. Type/select **48** in the TC field and the number of hours for which the employee is entitled to post differential in the Week 1 Hrs/Week 2 Hrs fields. The total hours entered using TC 48 cannot exceed the employee’s regularly scheduled tour of duty hours.

To temporarily discontinue post differential payments, the employee must have received payment for allowances for the entire pay period prior to the pay period being reported. Complete the T&A in the usual manner. Type/select **48** TC field and **0** (zero) in Week 1 Hrs/Week 2 Hrs fields.

To resume post differential payments on a subsequent T&A, use TC 46.

Enter the effective date that the employee departs from the designated duty station in the remarks section.

<b>Transaction Code:</b>	<b>TC 49, Remote Worksite Allowance</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time GS and FWS employees

**Description:**

This TC is used to record the monetary amount of additional pay entitlement for employees assigned duties in remote work sites.

An employee may be entitled to an additional allowance in pay when assigned to duty at a site so remote from an established community that it causes a degree of expense, hardship, and/or inconvenience in commuting to and from his/her residence and worksite. Before using this TC you should check with your personnel office to ensure that the employee’s entitlement to remote worksite allowance has been established in the database.



**Entry Instructions:**

Type/select **49** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Enter the dollar amount being reported.

Example: To enter allowance benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 49, Suffix 3, Quarters Allowance Not Taxable</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees assigned in a foreign area where Government quarters are not provided
<b>Rate:</b>	Daily rate entered in EPIC Web, EmpowHR, or FESI

**Description:**

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is not taxable and will not be reported on the employee’s W-2.

Quarters allowance can either be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.



To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC Web, EmpowHR or FESI. Quarters allowance information should not be entered on the T&A. The TC will be generated on the E&L Statement.

A corrected T&A should be processed to record days from a prior pay period.

**Entry Instructions:**

To record daily quarters allowance, type/select **49** in the TC field and **3** in the Suffix field. Type the number of days for which the employee is being reimbursed for housing costs in the applicable Week 1 Hrs/Week 2 Hrs fields.

The maximum number of days that may be recorded in one pay period is 14. The entire 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs field, or they may be divided and entered in both fields.

<b>Transaction Code:</b>	<b>TC 49, Suffix 4, Quarters Allowance Taxable</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees assigned in a foreign area
<b>Rate:</b>	Daily rate entered in EPIC Web, EmpowHR, or FESI

**Description:**

This TC is used to record the number of days an employee incurs housing cost expenditures while assigned duties in a foreign area whenever free Government quarters are not provided. This allowance is taxable and will be reported on the employee’s W-2.

Quarters allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC Web, EmpowHR, or FESI. Quarters allowance information should not be entered on the T&A. The TC will be generated on the E&L Statement.

A corrected T&A should be processed to record days from a prior pay period.



**Entry Instructions:**

To record daily quarters allowance, type/select **49** in the TC field and **4** in the Suffix field. Type the number of days for which the employee is being reimbursed for housing costs in the applicable Week 1 Hrs/Week 2 Hrs fields.

The maximum number of days that may be recorded in one pay period is 14. The entire 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs field or they may be divided and entered in both fields.

<b>Transaction Code:</b>	<b>TC 49, Suffix 9, Danger Pay Allowance</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees serving at a post where civil insurrection, civil war, or warlike conditions exist
<b>Rate:</b>	15, 20, 25, 30, or 35 percent of basic pay

**Description:**

This TC is used to record hours of entitlement to danger pay allowance.

Danger pay is usually linked to conditions where there has been an authorized departure or evacuation of dependents and nonessential personnel. It is available to employees assigned or detailed to a danger pay post as designated by the Secretary of State.

For these purposes, a detail is defined as a minimum of 4 cumulative hours in 1 day, at a place designated as a danger pay area. When an employee is detailed to a danger pay area for 4 hours or more, he/she is entitled to receive the danger pay allowance for the full day.

Danger pay cannot exceed 25 percent of the basic salary. A maximum of 80 hours of danger pay allowance is allowed in one pay period.

**Entry Instructions:**

Type/select **15**, **20**, or **25** (percentage rate of basic pay) in the Prefix field, **49** in the TC field, and **9** in the Suffix field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 50, Credit Hours</b>
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<b>TC Descriptor:</b>	02, 03
<b>Applies To:</b>	Full-time/part-time GS and FWS employees (excluding SES employees)

**Description:**

This TC is used to record credit hours used that were earned and recorded using TC 29. See TC 29 for more information.

Employees under variable workday or workweek schedules are allowed to work additional hours in excess of their normal tour of duty so as to vary the length of the workday or workweek for time off without leave usage.

In order to use credit hours, the employee's T&A must be coded 7 or 8 in the AWS field. If the T&A is not coded or an insufficient balance exists and the T&A reflects credit hours used, the T&A will reject. The hours used will be charged to TC 61, Annual Leave. If annual leave is not available, the hours will be charged to TC 71, Leave Without Pay.

A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited to a prorated basis and may carry over an amount equal to 1/4 of the biweekly work requirement.

Example: A part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours ( $1/4 \times 40 = 10$ ).

**Disposition of Credit Hours**

Use TC 29, Credit Hours Worked, to record the hours of credit hours earned.

When an employee is no longer entitled to earn credit hours, the balance must be paid at the current rate of pay. Provide the servicing personnel office with a certified copy of the final T&A with the following information so that an AD-343 can be prepared for payment:

- The number of credit hours to be paid
- The T&A coded final or showing the reason of liquidation
- The accounting that is to be charged

The credit hour balances are not recorded in the Leave section of the T&A. You may maintain a record of the leave accruals and uses in the remarks section of the T&A.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. (Credit hours taken are not considered paid leave because these hours are a substitution for hours worked.



Therefore, night differential is not reduced if an employee uses 8 or more credit hours during a pay period.) Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

An employee allowed to work credit hours under a flexible work schedule is entitled to night differential only to the extent to which he/she must work at night in order to fulfill his/her basic work requirement.

**Transaction Descriptor Codes**

One of the following codes may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
02	OWCP (Injury)	Credit leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Credit leave used for time absent due to an OWCP occupational illness.

**Entry Instructions:**

Type/select **50** in the TC field and the number of credit hours in the applicable Week 1 Hrs/Week 2 Hrs fields. Credit hours can be charged in multiples of one-quarter hours with clearance from the Director of Personnel. Credit hours used cannot exceed credit hours earned.

Type **2** in the Suffix field to record credit hours with night differential, if applicable.

If applicable, type the appropriate code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 51, Suffix 1, Uniform Allowance (Taxable)</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the **monetary** amount provided as an allowance to compensate an employee for buying work uniforms. This allowance is taxable and will be reported on the employee's W-2.



Uniform allowance may be recorded in EPIC Web, EmpowHR, FESI, or on the T&A.

**Caution:** Duplicate payment could result if uniform allowance is both recorded on the T&A and entered in EPIC Web, EmpowHR, or FESI. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC Web, EmpowHR, or FESI by the personnel office.

**Entry Instructions:**

Type/select **51** in the TC field and **1** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

Example: To enter allowance benefits in the amount of \$99.99, type **99.99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the uniform subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 51, Suffix 2, Separate Maintenance Allowance Non Taxable</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees assigned in a foreign area where Government quarters are not provided
<b>Rate:</b>	Daily rate entered in EPIC Web, EmpowHR, or FESI



**Description:**

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is tax exempt and will not be reported on the employee’s W-2.

Separate Maintenance Allowance is used (1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area or (2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.

Separate maintenance allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC Web, EmpowHR, or FESI. Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the E&L Statement.

The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.

**Entry Instructions:**

To record daily separate maintenance allowance, type/select **51** in the TC field and **2** in the Suffix field. Type the number of days being recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 51, Suffix 3, Separate Maintenance Allowance Taxable</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees assigned in a foreign area where Government quarters are not provided
<b>Rate:</b>	Daily rate entered in EPIC Web, EmpowHR, or FESI

**Description:**

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is taxable and will be reported on the employee’s W-2.



Separate Maintenance Allowance is used (1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area or (2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.

Separate maintenance allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC Web, EmpowHR, or FESI. Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the E&L Statement.

The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.

**Entry Instructions:**

To record daily separate maintenance allowance, type/select **51** in the TC field and **3** in the Suffix field. Type the number of days being recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 51, Suffix 8, Uniform Allowance (Tax Exempt)</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the **monetary** amount provided as an allowance to compensate an employee for buying work uniforms. This allowance is tax exempt and will not be reported on the employee's W-2.

Uniform allowance may be recorded in EPIC Web, EmpowHR, or FESI or on the T&A.

**Caution:** Duplicate payment could result if uniform allowance is recorded on the T&A and entered in EPIC Web, EmpowHR, or FESI. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC by the personnel office. Uniform allowances may be charged to the current year and one prior year appropriation during any pay period.



### Entry Instructions:

Type/select **51** in the TC field and **8** in the Suffix field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

Example: To enter allowance benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the uniform subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

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Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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### Entry Instructions for webTA and Paycheck8:

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 54, Telework</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Employees eligible to participate in telework

### Description:

This TC is a nonpay transaction used for the reporting of telework information only. It is entered in the Other Time section of the T&A. TC 54 is used in addition to the regular pay TCs and will not replace any existing TCs. It is not used in the calculation of the employee's salary payment.

### Entry Instructions:

Type/select **54** in the TC field and the hours in the applicable Week 1 Hrs/Week 2 Hrs fields. Type **0** in the suffix field for (Routine) or type **1** for (Situational) telework. Type/select the



applicable prefix code (1-14) for the entry of the number of instances of telework for hours entered. Must have one instance when TC 54 is used. Maximum instances per pay period are 14.

<b>Transaction Code:</b>	<b>TC 59, Shore Leave</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Commerce, GS employees FWS employees

**Description:**

This TC is used to record hours of shore leave used.

Employees who are regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals. Shore leave is accumulated, without limitation, at the rate of 1 day for each 15 calendar days for one or more extended voyages. An extended voyage must be for 7 or more calendar days in duration.

If the employee is transferred to another Agency or position, the shore leave balance may be transferred only if the employee does not have a break in service and is assigned to another Agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump sum) upon separation or upon assignment to a position where employees do not earn shore leave.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave is 8 or more hours within a pay period.

**Entry Instructions:**

Type/select **59** in the TC field and the hours of paid absence for shore leave taken (minimum is 8 hours/1 day) in the applicable Week 1 Hrs/Week 2 Hrs fields. Shore leave taken is recorded in 8 hour increments. Shore leave used cannot exceed the shore leave balance.

Type/select **2** in the Suffix field to record shore leave with night differential.

<b>Transaction Code:</b>	<b>TC 60, Comp Time Used - Religious Observance</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	Full-time/part-time employees

**Description:**

This TC is used to record hours of absence for religious observance without a loss of pay.

Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken. The Agency may extend or shorten the time allowed to repay the advanced time off. The Compensatory Time for Religious Observance Report is generated to provide supervisors an aid in monitoring outstanding compensatory time balances to assure repayment is made in accordance with established Agency policies.

Compensatory time advanced using TC 60 will create a minus balance that will be reduced by compensatory overtime worked which is recorded using TC 32, Prefix 77, Compensatory Time Worked Religious Observance. A notation in the remarks section should be made if the entry creates a negative balance for compensatory time for religious observance.

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Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, official leave, and compensatory time used for religious observance, regardless of the number of hours taken.

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**Entry Instructions:**

Type/select **60** in the TC field and the number of hours of compensatory time used for religious observance (15-minute increments) in the applicable Week 1 Hrs/Week 2 Hrs fields. Enter **2** in the Suffix field to record compensatory time used for religious observance with night differential.

<b>Transaction Code:</b>	<b>TC 60, Prefix 05, Comp Time Used - Religious Observance at 15 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 15 percent of base pay



**Description:**

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **60** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 60, Prefix 10, Comp Time Used - Religious Observance at 20 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 20 percent of base pay

**Description:**

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **10** in the Prefix field and **60** in the TC field. Type the appropriate amount of time to be paid in the applicable Week1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 60, Prefix 15, Comp Time Used - Religious Observance at 15 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 15 percent of base pay

**Description:**

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **60** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 60, Prefix 20, Comp Time Used - Religious Observance at 20 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 20 percent of base pay



**Description:**

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **60** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 60, Prefix 50, Comp Time Used - Religious Observance at 50 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of absence for religious observance for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **60** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.



<b>Transaction Code:</b>	<b>TC 61, Annual Leave</b>
<b>TC Descriptor:</b>	01, 02, 03, 05
<b>Applies To:</b>	Full-time/part-time GS and FWS employees <b>Exception:</b> Smithsonian Institution employees with Pay Plans RA, IC, AE

**Description:**

This TC is used to record hours of annual leave used that are to be charged against the employee’s accrued annual leave balance.

Eligible employees may use annual leave for such things as vacation time, personal time off, or emergencies.

An employee may elect to substitute annual leave consistent with current laws and OPM’s regulations for using annual leave for any unpaid leave under the FMLA. See Family and Medical Leave Act (FMLA) for references to Federal regulations regarding employee eligibility to earn and use leave. The use of annual leave should be requested by the employee and approved by the supervisor.

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Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

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**Transaction Code Descriptors**

One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

<b>Code</b>	<b>Value</b>	<b>Definition</b>
01	FMLA	Annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act
02	OWCP (Injury)	Annual leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Annual leave used for time absent due to an OWCP occupational illness.



05	MFL	Annual leave used for time absent due to care of a covered service member for Military Family Leave (MFL)
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**Entry Instructions:**

Type/select **61** in the TC field and the hours of annual leave used (multiples of 15 minute increments) in the applicable Week 1 Hrs/Week 2 Hrs fields. Type/select **2** in the Suffix field to record annual leave with night differential or the appropriate FWS shift suffix.

If applicable, type the appropriate code in the TC Descriptor field.

Complete the Advance Leave field if the annual leave is approved for use in advance of earning.

<b>Transaction Code:</b>	<b>TC 61, Prefix 05, Annual Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 05, Suffix 2, Annual Leave (w/Night Diff at 15 percent) (S&amp;E/COBRA) (COPRA)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **05** in the Prefix field, **2** in the Suffix field, and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 10, Annual Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.



This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 10, Annual Leave (w/Night Diff at 20 percent) (S&amp;E COBRA)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **10** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 10, Suffix 2, Annual Leave (w/Night Diff at 20 percent) (S&amp;E/COBRA)(COPRA)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees



**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **05** in the Prefix field, **2** in the Suffix field, and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 15, Annual Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 61, Prefix 15, Suffix 2, Annual Leave (w/Night Diff at 15 percent) (COPRA)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **05** in the Prefix field, **2** in the Suffix field, and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 20, Annual Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of annual leave occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **20** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 20, Annual Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **20** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 20, Suffix 2, Annual Leave (w/Night Diff at 20 percent) (COPRA)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.



**Entry Instructions:**

Type/select **20** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 50, Annual Leave(w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of annual leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **61** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 50, Annual Leave (w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees



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**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **50** in the Prefix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Prefix 61, Annual Leave Donated</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees

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**Description:**

This TC is used to record the number of hours of annual leave to be donated to a leave recipient for a medical emergency.

**Entry Instructions:**

Type/select **61** in the Prefix field and **61** in the TC field. Type the applicable number of hours of annual leave being donated in either the Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 61, Suffix 1, Annual Leave (7 a.m. to 3 p.m. WG-Shift 1)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

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**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **1** in the Suffix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Suffix 2, Annual Leave (3 p.m. to midnight WG-Shift 2)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **2** in the Suffix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 61, Suffix 3, Annual Leave (11 p.m. to 8 a.m.WG-Shift 3)</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees



**Description:**

This TC is used to record the number of hours of annual leave used for the care of covered service members.

**Entry Instructions:**

Type/select **3** in the Suffix field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Sick Leave</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	Full-time/part-time GS and FWS employees <b>Exception:</b> Smithsonian Institution (Trust) employees Woodrow Wilson International Center for Scholars (Trust) employees Reading Is Fundamental employees

**Description:**

This TC is used to record hours of sick leave used that are to be charged against the employee’s accrued sick leave balance.

An employee may elect to substitute sick leave consistent with current laws and OPM’s regulations for using sick leave for any unpaid leave under the FMLA. See FMLA for references to Federal regulations regarding employee eligibility to earn and use leave. The use of sick leave should be requested by the employee and approved by the supervisor.

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Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

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**Transaction Code Descriptors**

One of the following codes may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.



Code	Value	Definition
01	FMLA	Sick leave used in lieu of LWOP under the protection of the Family and Medical Leave Act
02	OWCP (Injury)	Sick leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Sick leave used for time absent due to an OWCP occupational illness.

**Entry Instructions:**

Type/select **62** in the TC field and the hours of sick leave used in the applicable Week 1 Hrs/Week 2 Hrs fields. Type/select **2** in the Suffix field to record sick leave with night differential or the appropriate FWS suffix code.

If applicable, type the appropriate code in the TC Descriptor field.

Complete the Advance Leave field if the sick leave is approved for use in advance of earning.

<b>Transaction Code:</b>	<b>TC 62, Sick Leave</b>
<b>TC Descriptor:</b>	05
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of sick leave used for the care of covered service members.

**Entry Instructions:**

Type/select **62** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 62, Prefix 05, Sick Leave (w/Night Differential at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **62** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Prefix 10, Sick Leave (w/Night Differential at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **62** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Prefix 15, Sick Leave (w/Night Differential at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **15** in the Prefix field and **62** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Prefix 20, Sick Leave (w/Night Differential at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure than overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **62** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Prefix 50, Sick Leave (w/Sunday Differential at 50 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03



<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of sick leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **62** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 62, Prefix 62, Federal Employees Family Friendly Leave Act</b>
<b>TC Descriptor:</b>	01, 02, 03, 04
<b>Applies To:</b>	Full-time/part-time employees <b>Does Not Apply To:</b> Employees entitled to Customs Officers Pay Reform

**Description:**

This TC is used to record hours of sick leave used to care for a family member or for bereavement purposes, based on the Federal Employees Family Friendly Leave Act (FEFFLA).

Based on the FEFFLA, this TC is used to record the hours of sick leave used to (1) provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment or (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.



All covered full-time employees are able to use up to 40 hours (5 workdays) of sick leave each year for the conditions cited above. A covered full-time employee who maintains a balance of at least 80 hours of sick leave can use an additional 64 hours (8 workdays) of sick leave per year for these purposes. For those employees who satisfy this condition, a maximum of 104 hours of sick leave (13 workdays) per leave year may be used for family member care and bereavement purposes. For a definition of "family member," refer to Public Law 103-388.

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Note: The first 40 hours is unrestricted and may be advanced. However, in order to use the remaining 64 hours available under this program, the employee's sick leave balance cannot drop below 80 hours.

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Part-time employees and employees with uncommon tours of duty may use an amount equal to the average number of hours of work in the employee's scheduled tour of duty each week. In addition, these employees, who maintain a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week, may use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year for these purposes.

**Caution:** The system does not maintain the cumulative amount used. A record of FEFFLA sick leave used should be maintained in a separate leave account (i.e., Remarks) to assure that the employee does not exceed the maximum allowed per year.

### Transaction Code Descriptors

One of the codes listed below may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs. For the purpose of providing definitions for the transaction code descriptors, the provisions of the FEFFLA are divided into two categories, Family Care - General and Family Care - Extended.

- **Family Care - General.** These benefits are used (1) to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; (2) to provide care for a family member as a result of medical, dental, or optical examination or treatment; (3) to make arrangements necessitated by the death of a family member or attend the funeral of a family member; or (4) for purposes related to the adoption of a child. The hourly limitations are described above.
- **Family Care - Extended.** These benefits are used to care for a family member with a serious health condition. Qualifying employees may use up to 12 administrative work weeks of sick leave (including time under Family Care - General) provided that the use of said leave does not drop the employee's sick leave balance below 80 hours.

TD	Value	Definition



01	Family Care-General w/FMLA	Used for Family Care-General that is being used under the protection of the FMLA.
02	Family Care-Extended w/FMLA	Used for Family Care-Extended that is being used under the protection of the FMLA. This code cannot be utilized on a corrected T&A unless the employee is an approved leave recipient.
03	Family Care-General	Sick leave used for the purpose of general family care as described above.
04	Family Care-Extended	Sick leave used for the purpose extended family care as described above.

**Entry Instructions:**

Type/select **62** in the Prefix field and **62** in the TC field. Type the number of sick leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate suffix code in the Suffix field to record sick leave with any differential or the appropriate FWS suffix code.

If applicable, type the appropriate code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 62, Prefix 63, Disabled Veteran Leave</b>
<b>TC Descriptor:</b>	Not applicable with this TC.
<b>Applies To:</b>	Full-time/part-time employees <b>Does Not Apply To:</b> Employees who are not covered by Title 5 Leave provisions or employees who work for a Non-Title 5 Agency.

**Description:**

This TC is used to record hours of leave used by Veterans with a service-connected disability rated at 30 percent or more, for the purposes of undergoing medical treatment for their disability.

Based on the Wounded Warriors Federal Leave Act of 2015, this TC provides immediate access to 104 hours for any new Federal employee (hired on or after November 5, 2016) who is a Veteran with a service-connected disability rated at 30 percent or more. If the employee is reinstated after a break in service, or transferred and has a sick leave credit balance when they are hired, the amount of Disabled Veteran Leave will be reduced by the amount of sick leave that the employee has available on the first day of the reemployment.



Part-time, non-seasonal, and full-time seasonal employees' leave will be prorated based on the employee's tour of duty.

Any Disabled Veteran Leave credited to an employee that is not used during the first 12 months of employment and/or reemployment shall be forfeited.

This leave may only be used within a continuous 12 month period beginning on the first day of employment/reemployment and may not exceed 104 hours; however, some employees with an uncommon tour of duty may exceed 104 hours.

**Entry Instructions:**

Type/select **63** in the Prefix field and **62** in the TC field. Type the number of leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate suffix code in the Suffix field to record sick leave with any differential or the appropriate FWS suffix code.

<b>Transaction Code:</b>	<b>TC 63, Restored Annual Leave</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	Full-time/part-time GS and FWS employees

**Description:**

This TC is used to record hours of annual leave used that are to be deducted from an employee's restored annual leave balance.

Annual leave that was previously forfeited and subsequently restored to an employee's account is documented by the personnel office on a Form AD-582 under P.L. 93-181. The personnel office/supervisor must furnish you a copy of the AD-582.

Restored annual leave is not added to the employee's current annual leave balance. It is kept in a separate database record. It may be entered in the remarks section of the T&A.

The restored annual leave must be used by the date indicated on the Form AD-582. The time limit is normally within 2 years of the end of the leave year in which it is restored. Any restored annual leave not used by the date indicated will be forfeited.

You are responsible for manually controlling the use of the restored annual leave to ensure that it is not used after the expiration date and is deleted from the T&A when the expiration date occurs.



Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

### Transaction Code Descriptors

One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	FMLA	Restored annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act.
02	OWCP (Injury)	Restored annual leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Restored annual leave used for time absent due to an OWCP occupational illness.

### Entry Instructions:

Type/select **63** in the TC field and the hours of restored annual leave used in the applicable Week 1 Hrs /Week 2 Hrs fields. If applicable, type/select **2** in the Suffix field to record the restored annual leave with night differential or the appropriate FWS suffix code.

If applicable, type the appropriate code in the TC Descriptor field.

Total the hours recorded using TC 63 and type the total in the remarks section. Subtract these hours from the restored annual leave available.

Note: The number of hours entered for TC 63 must not exceed the restored leave balance in the database.

<b>Transaction Code:</b>	<b>TC 63, Prefix 05, Restored Annual Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate



**Description:**

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **63** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 63, Prefix 10, Restored Annual Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **10** in the Prefix field and **63** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 63, Prefix 15, Restored Annual Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **63** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 63, Prefix 20, Restored Annual Leave (w/Night Diff at 20 percent)</b>
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<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **63** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 63, Prefix 50, Restored Annual Leave (w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of restored leave used for which the employee is entitled to Sunday differential.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **63** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 63, Prefix 61, Restored Annual Leave Donated</b>
<b>TC Descriptor:</b>	01, 02, 03
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record the number of hours of restored annual leave to be donated to a leave recipient for a medical emergency.

**Entry Instructions:**

Type/select **61** in the Prefix field and **63** in the TC field. Type the applicable number of hours of restored annual leave being donated in either the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 64, Compensatory Leave</b>
<b>TC Descriptor:</b>	02, 03
<b>Applies To:</b>	Full-time/part-time GS and FWS employees



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**Description:**

This TC is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your Agency policy regarding compensatory time payment/liquidation. Compensatory leave is liquidated on a first-earned, first-used basis. The hours of compensatory leave which are not subsequently used will be paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

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Note: Compensatory leave used cannot exceed the compensatory leave balance.

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**Transaction Code Descriptors**

One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
02	OWCP (Injury)	Regular compensatory leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Regular compensatory leave used for time absent due to an OWCP occupational illness.

**FWS Employees**

To record the hours of compensatory leave used on the T&A, TC 64 must be used with suffixes 1, 2, or 3. These suffixes allow the used compensatory time to be recorded at the prevailing rate of each shift. When TC 64 is recorded in the top portion of the T&A, accounting data must be entered, unless a "2" was entered in the Accounting Data Usage Code field. This accounting data is used for reporting purposes only.

The timeframe in which compensatory leave must be used is mandated by each Agency. Refer to your Agency/Departmental policy regarding compensatory leave usage liquidation and payment.

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Note: If compensatory leave is used for religious observance, TC 60, Compensatory Time Used - Religious Observance, is used.

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While compensatory time off for religious observance may be advanced, regular compensatory time may not be advanced. The employee must have worked the hours of overtime and have a compensatory leave balance before TC 64 may be used on the T&A.



### Payment for Compensatory Leave

Compensatory leave is payable at separation, at the end of the leave year, or by timeframes established by the Agency. The employee will be paid at the overtime rate of pay that was in effect at the time the compensatory time was earned.

When the employee must be paid for compensatory leave, report through the channels of your organization, as appropriate, the employee's name, Social Security number, T&A contact point code, and the number of hours to be paid. This should be done during the last period being reported for an employee leaving the organization or the pay period or time designated by the Agency.

The personnel office must process a Form AD-581, Lump Sum Leave or Compensatory Time Payments, in accordance with Chapter 9 of Title I, Payroll/Personnel Processing Manual. The supervisor/timekeeper should be provided a copy of the completed Form AD-581. Upon receipt of the Form AD-581, reduce the employee's compensatory time balance by the number of hours for which the employee is being paid (STAR and TINQ) for interim compensatory time payments. Enter **To be paid for (number) Comp hours** in the remarks section.

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Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

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### Entry Instructions:

Type/select **64** in the TC field and the number of hours of compensatory leave taken in the applicable Week 1 Hrs/Week 2 Hrs fields. Compensatory time may be charged in multiples of one-quarter hour.

If applicable, type the appropriate code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 64, Prefix 71, BPAPRA Comp LV Used-LWOP Substitution</b>
<b>TC Descriptor:</b>	Not applicable with this TC code.
<b>Applies To:</b>	U.S. Customs and Border Protection



**Description:**

This TC is used to record the hours used from Border Patrol Agent Pay Reform Act (BPAPRA) Comp Time Earned as TC 32 80 to substitute for LWOP, AWOL, suspension, or furlough hours within the same pay period for pay purposes only.

**Entry Instructions:**

Type/select **71** in the Prefix field and **64** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 64, Prefix 78, Compensatory Travel</b>
<b>Applies To:</b>	All employees <b>except</b> wage grade, Senior Executive Service, and Senior Foreign Service employees

**Description:**

This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Compensatory time for travel rules provide a number of definitions and conditions including "travel" and "travel status," which individuals must meet to be eligible for this form of time off from work. To obtain this information, refer to the OPM's regulations (5 CFR Part 550, RIN: 3206-AK74).

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. NFC will automatically delete any balances after 26 pay periods.

Compensatory time for travel is displayed in IRIS on IR139, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line is displayed in the Earnings and Deductions portion of the employee's E&L Statement and EPP to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.



**Entry Instructions:**

Type/select **78** in the Prefix field and **64** in the TC field. Enter the number of compensatory hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 64, Prefix 80, BPAPRA Comp Leave Used</b>
<b>TC Descriptor:</b>	Not applicable with this TC.
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record hours used from Border Patrol Agent Pay Reform Act (BPAPRA) Comp Time Earned as TC 32 80 and used as BPAPRA compensatory leave.

**Entry Instructions:**

Type/select **80** in the Prefix field and **64** in the TC field. Enter the number of compensatory hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 64, Prefix 83, BPAPRA Comp LV Used-Debt Repayment</b>
<b>TC Descriptor:</b>	Not applicable with this TC code.
<b>Applies To:</b>	U.S. Customs and Border Protection

**Description:**

This TC is used to record the hours used from Border Patrol Agent Pay Reform Act (BPAPRA) Comp Time Earned as TC 32 80 to repay the balance of Obligated Overtime Debt.

**Entry Instructions:**

Type/select **83** in the Prefix field and **64** in the TC field. Enter the number of compensatory hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.



<b>Transaction Code:</b>	<b>TC 65, Regular Military Leave</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	Full-time/part-time GS and FWS employees

**Description:**

This TC is used to record the number of hours of regular military leave used.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. For additional eligibility information, see Regular Military Leave.

**Transaction Code Descriptor**

The following code may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	DC Parade/ Encampment	This TC/TC Descriptor combination is only available to members of the DC National Guard. An employee must have a Uniform Service Status code of 8 or 9. The number of hours used with the TC/TC Descriptor combination is unlimited in days or hours. Therefore, it does not count against an employee's annual allocation for military time.

**Entry Instructions:**

Type/select **65** in the TC field and the number of regular military leave hours used in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type/select **2** in the Suffix field to record regular military leave with night differential or the appropriate FWS shift suffix.

<b>Transaction Code:</b>	<b>TC 65, Prefix 05, Regular Military Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate



**Description:**

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **65** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 65, Prefix 10, Regular Military Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **10** in the Prefix field and **65** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 65, Prefix 15, Regular Military Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **65** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 65, Prefix 20, Regular Military Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **65** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 65, Prefix 50, Regular Military Leave (w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record regular military leave hours used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **65** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.



<b>Transaction Code:</b>	<b>TC 66, Other Leave</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	Full-time/part-time employees Senior Executive Service employees

**Description:**

This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. The following types of leave fall within the other leave category:

<b>Code</b>	<b>Name</b>
<b>J</b>	Jury Duty
<b>E</b>	Examination
<b>F</b>	Funeral
<b>W</b>	Witness
<b>V</b>	Voting
<b>N</b>	Federal Holiday
<b>T</b>	Transfer of Official Station
<b>CO</b>	Court (Other than <b>J</b> or <b>W</b> )
<b>LN</b>	State or Local Holiday
<b>AD</b>	Administrative Leave
<b>NW</b>	Hazardous Weather Dismissal



**D Bone Marrow/Organ Donor**

Type the applicable code (shown above) to identify the type of official leave taken in the remarks section.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours used.

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Note: If an employee works on a Sunday holiday (or Sunday in lieu of holiday), use TC 66, with the appropriate suffix to record holiday worked with Sunday premium pay. Record code H in the remarks section.

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Sunday differential is not authorized for periods of authorized absence from work on paid leave (e.g., jury duty, witness service, funeral leave, and Sunday holiday).

**Transaction Code Descriptors**

Specific codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs. TC Descriptors for this transaction code have been divided into three categories: (1) medical, (2) holiday, and (3) administrative.

1. Medical - Time coded with these TC Descriptors is subject to the same edits and criteria as time coded with TC 66 with no TDs. However, they cannot be used with TC 31 to obtain holiday worked pay.

Code	Value	Definition
01	Blood Donation	Used to record paid time off without charge to leave to permit an employee to donate blood. The pay period maximum is 4 hours and the calendar year maximum is 28 hours.
02	OWCP (injury)	Used to record paid time off without charge to leave on the day of an on-the-job injury for time absent during an employee's scheduled work hours.
03	OWCP (Illness)	Used to record paid time off without charge to leave on the first day of an illness that results in time absent due to an occupational illness.
04	Bone Marrow Donor	Used to record paid time off without charge to leave for the purposes of being tested for and/or donating bone marrow. A maximum of 56 hours is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.



05	Organ Donor	Used to record paid time off without charge to leave for the purposes of being tested for and/or donating an organ. A maximum of 240 hours is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.
06	Preventive Health Care	Used to record paid time off without charge to leave for time granted to an employee with less than 80 hours of accrued sick leave for the purposes of health screening programs and other effective preventive health measures. Sick leave balances must be less than 80 hours at the time of use. A maximum of 4 hours is allowed per calendar year. For more information, refer to the Presidential Declaration on "Preventive Health Care Services at the Federal Workplace," dated January 4, 2001, and OPM Transmittal 007, dated January 10, 2001.

2. Holiday - These Transaction Code Descriptors are used to identify paid time off for a holiday with no charge to leave. TC 31 can be used in conjunction with any TC 66 hours in order to obtain holiday worked pay if an employee worked on a holiday. However, in accordance with 5 CFR 550.131, 5 CFR 610.201, and 5 USC 6103, a holiday is defined as a legal public holiday and specifically identified. Therefore, even if a State or local holiday off with pay is granted, there is no authorization for payment of holiday pay worked if the employee is required to work.

Code	Value	Definition
21	Federal Holiday	Used to record paid time off without charge to leave for a period that is declared by Federal statute or Executive Order.
22	State Holiday	Used to record paid time off without charge to leave for day(s) designated as a State holiday and that is observed by a local office. This TC/TC Descriptor combination cannot be used with TC 31.
23	Local Holiday	Used to record paid time off without charge to leave for day(s) designated as a local holiday that is observed by a local office (i.e., Mardi Gras) . This TC/TC Descriptor combination cannot be used with TC 31.

3. Administrative - These Transaction Code Descriptors are used to identify paid time off for various administrative functions.

31	Agency Directed	Used to record paid time off without charge to leave for an employee who is not actually at the worksite, but who is to be paid by the Agency pending an administrative decision (e.g., for improper behavior, pending administrative investigations).
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32	Court	<p>Used to record paid time off without charge to leave for juror/witness service.</p> <p><b>Jury Duty</b> - an employee who is summoned to serve as a juror in a judicial proceeding.</p> <p><b>Witness</b> - An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party.</p> <p><b>Note:</b> An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave. Additionally, serving as witness in a personal capacity (traffic, divorce, custody, etc.) is not considered official duty.</p> <p><b>Fees/Expenses</b> - Employees must reimburse to their Agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of expenses (i.e., transportation) do not have to be reimbursed to the Agency.</p>
33	Examination	
34	Hazardous Weather Dismissal	<p>Used to record paid time off without charge to leave for an employee who is dismissed and/or excused from duty due to hazardous weather conditions (e.g., hurricane, floods, and snow storm).</p>
35	Office Closed	<p>Used to record paid time off without charge to leave for an employee who is not actually working due to an office move, chemical spill, utility problems, etc.</p>
36	Office Closed - Red Alert	<p>Used to record paid time off without charge to leave for an employee who is not actually working due to an actual terrorist threat (i.e., bomb threat).</p>
37	Transfer of Station	<p>Used to record paid time off without charge to leave for an employee who is being transferred from one duty station to another for an organization's benefit.</p>
38	Voting	<p>Time off from work to vote in Federal, State, county, or municipal elections or in referendums on any civic matter in their community. A maximum of 8 hours is allowed per pay period.</p>

**Entry Instructions:**

Type/select **66** in the TC field and the number of hours of official leave taken in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type/select **2** in the Suffix field to record Other Leave hours with night differential. Do not complete the Suffix field for any Other Leave hours that occur outside of the night differential period.



Record the hours in which work was performed on the Sunday holiday using T/C 66 with the following applicable suffix:

Suffix	Use	Pay Plan
1	First Shift	FWS
2	Night Differential	GS
2	Second Shift	FWS
3	Sunday differential	GS
3	Third Shift	FWS
4	Sunday differential with night differential	GS
5	Sunday differential at the first shift	FWS
6	Sunday differential at the second shift	FWS
7	Sunday differential at the third shift	FWS

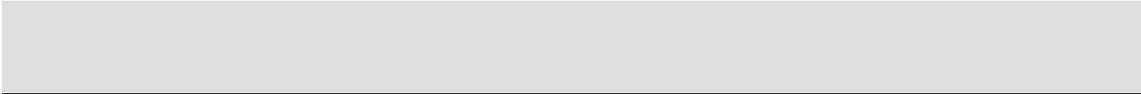
Type any remaining hours of the holiday in which no work was performed on another line using TC 66, with no suffix for GS employees and Suffix 1, 2, or 3, as applicable, for FWS employees. Non-overtime hours worked on a holiday would also be recorded on a separate line of the T&A using TC 31.

If applicable, type the code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 66, Prefix 01, Other Leave for Protective Services</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38



<b>Applies To:</b>	Department of the Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, Firearms and Explosives Internal Revenue Service
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**Description:**

This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. This TC should only be used in conjunction with suffix 2, 3, or 4 for recording night differential, Sunday differential, or Sunday differential with night differential for protective services duty performed on a holiday.

**Entry Instructions:**

Type/select **01** in the Prefix field and **66** in the TC field. Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 66, Prefix 05, Other Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate



**Description:**

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.



This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **66** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 66, Prefix 10, Other Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This premium pay applies to the entire basic tour of duty. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **66** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.



<b>Transaction Code:</b>	<b>TC 66, Prefix 15, Other Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **66** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 66, Prefix 20, Other Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate



**Description:**

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **66** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 66, Prefix 50, Other Leave (w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	01-06, 21-23, 31-38
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	50 percent of basic hourly rate

**Description:**

This TC is used to record hours of administrative leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **66** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the appropriate code in the TC Descriptor field. See TC 66 for definitions of applicable codes.

<b>Transaction Code:</b>	<b>TC 66, Prefix 61, Time Off Awards</b>
<b>TC Descriptor:</b>	Not applicable for this TC
<b>Applies To:</b>	All employees (based on Agency policy)

**Description:**

This TC is used to record time off hours used without charge to leave or loss of pay that are granted as an incentive award.

Full-time employees may be granted up to 40 hours per award but no more than 80 hours per leave year. Part-time employees may be granted time off up to one-quarter of their biweekly scheduled tour per award and up to one-half of their biweekly scheduled tour per leave year. A personnel action must be processed to enter the time off hours granted.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours used.

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Note: Time off hours used can be modified using TINQ Program TI008, Total Time Off & Time Off Awards.

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**Entry Instructions:**

Type/select **61** in the Prefix field, **66** in the TC field and the number of time off hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type/select **2** in the Suffix field to record time off hours with night differential. Do not complete the Suffix field for any time off hours that occur outside of the night differential period.

<b>Transaction Code:</b>	<b>TC 67, Injury Leave</b>
<b>TC Descriptor:</b>	Not applicable with this TC



<b>Applies To:</b>	All employees
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**Description:**

This TC is used to record the hours of paid absence due to traumatic injury suffered on the job.

Employees may receive up to 45 calendar days of paid absence for each traumatic injury suffered on the job. Any charge to TC 67 during a day constitutes the use of that day toward the 45-day limit. Inclusive non-work days preceded and/or followed by OWCP Injury Leave count toward the 45-day limit if evidence of non-ability to perform regular duties on those days exists. Unless the injury occurs before the beginning of the workday, time loss on the day of injury should be charged to administrative leave. OWCP Injury Leave begins the day after injury.

If the injury occurs during the employee's regular tour of duty and that tour of duty involves additional pay entitlement, record the hours of OWCP using TC 67 with the appropriate suffix.

Under the Federal Employees' Compensation Act, an employee who has filed a non-controverted claim for a job-related traumatic injury is entitled to Continuation of Pay (COP) for up to 45 calendar days of disability. The employee has the option of using accrued sick or annual leave instead of COP.

If the employee has elected to use accrued leave but does not have enough to cover all disability during the 45 days, the Agency should convert the employee to COP immediately upon the expiration of the leave balance. The Office of Workers' Compensation Program may not pay compensation during the 45 days of COP entitlement. Thus, to place the claimant on leave without pay after expiration of accrued leave during the 45-day period would defeat legislative intent by causing a period of wage loss for which compensation could not be awarded.

The Agency is required to continue pay from the date of the new request for the remainder of the 45 days or until the employee is able to work. The Agency is required to change past periods of paid leave to COP.

**Entry Instructions:**

Prepare a T&A every pay period for the OWCP Injury Leave if the employee is expected to return to work within 30 days of the date of injury. Type/select **67** in the TC field and the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields. Show a summary record of the OWCP Injury Leave balance in the remarks section of the T&A.

For night/shift differential only, type **2** for GS or **2** or **3** for FWS employees. (Suffix 1 indicates first shift FWS with no differential).



<b>Transaction Code:</b>	<b>TC 67, Prefix 05, Injury Leave at 15 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 15 percent of base pay

**Description:**

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 67, Prefix 10, Injury Leave at 20 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 20 percent of base pay



**Description:**

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 67, Prefix 15, Injury Leave at 15 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 15 percent of base pay

**Description:**

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.



<b>Transaction Code:</b>	<b>TC 67, Prefix 20, Injury Leave at 20 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 20 percent of base pay

**Description:**

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 67, Prefix 50, Injury Leave at 50 Percent</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to Sunday differential.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 68, Emergency Military Leave</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	Full-time/part-time GS and FWS employees

**Description:**

This TC is used to record the hours for which the employee is absent from his/her civilian place of duty because of emergency military duty.

Emergency military leave is defined as leave necessary to protect life and property in time of natural disasters, civil disorder, and the like. It is limited to a maximum of 176 hours (22 days) during each calendar year.

Copies of military orders or other documentation showing the authority, extent, and nature of the service should be retained. The certified T&A serves as certification that the required documentation is on file.

Time recorded using TC 68 creates a positive balance that accumulates during the calendar year.

**Transaction Code Descriptor**

The following code may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition



01	DC Parade/ Encampment	This TC/TC Descriptor combination is only available to members of the DC National Guard. An employee must have a Uniform Service Status code of 8 or 9. The number of hours used with the TC/TC Descriptor combination is unlimited in days or hours. Therefore, it does not count against an employee's annual allocation for military time.
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**Entry Instructions:**

Type/select **68** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If the emergency military leave occurs during the employee's regular tour of duty and that tour of duty involves additional pay entitlement, type the appropriate suffix in the Suffix field.

If applicable, type the code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 68, Prefix 05, Emergency Military Leave at 5 Percent</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	5 percent of basic hourly rate

**Description:**

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.



If applicable, type the code in the TC Descriptor field. See TC 68 for definition.

<b>Transaction Code:</b>	<b>TC 68, Prefix 10, Emergency Military Leave at 10 Percent</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	10 percent of basic hourly rate

**Description:**

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **68** in TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 68 for definition.

<b>Transaction Code:</b>	<b>TC 68, Prefix 15, Emergency Military Leave at 15 Percent</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate



**Description:**

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 68 for definition.

<b>Transaction Code:</b>	<b>TC 68, Prefix 20, Emergency Military Leave at 20 Percent</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.



**Entry Instructions:**

Type/select **20** in the Prefix field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 68 for definition.

<b>Transaction Code:</b>	<b>TC 68, Prefix 50, Emergency Military Leave at 50 Percent</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	Base pay plus 50 percent of base pay

**Description:**

This TC is used to record emergency military leave hours used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **68** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 68 for definition.

<b>Transaction Code:</b>	<b>TC 69, Home Leave</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	Full-time/part-time employees performing service abroad



**Description:**

This TC is used to record the number of home leave hours used and charged against the accrued home leave balance.

Home leave is earned by eligible employees for service abroad. Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee’s place of residence if the residence is the Commonwealth of Puerto Rico or a possession of the United States. The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.

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Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period. GS employees are not entitled to night differential for home leave.

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**Transaction Code Descriptor**

The following code may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	FMLA	Home leave used in lieu of LWOP under the protection of FMLA. See FMLA for more information.

**Entry Instructions:**

Type/select **69** in the TC field and the number of home leave hours (minimum is 8 hours) used in one-day increments in the applicable Week 1 Hrs/Week 2 Hrs fields. The number of hours entered on the T&A must not exceed the total hours that have been accrued.

If applicable, type the appropriate code in the Suffix field to record home leave hours used with night differential for FWS employees.

If applicable, type the code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 69, Prefix 05, Home Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers



<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of home leave used (in 15-minute increments) for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **05** in the Prefix field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 69 for definition.

<b>Transaction Code:</b>	<b>TC 69, Prefix 10, Home Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.



This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **10** in the Prefix field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 69 for definition.

<b>Transaction Code:</b>	<b>TC 69, Prefix 15, Home Leave (w/Night Diff at 15 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	15 percent of basic hourly rate

**Description:**

This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **15** in the Prefix field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 69 for definition.



<b>Transaction Code:</b>	<b>TC 69, Prefix 20, Home Leave (w/Night Diff at 20 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	20 percent of basic hourly rate

**Description:**

This TC is used to record hours of home leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11 p.m. and 8 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **20** in the Prefix field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 69 for definition.

<b>Transaction Code:</b>	<b>TC 69, Prefix 50, Home Leave (w/Sunday Diff at 50 percent)</b>
<b>TC Descriptor:</b>	01
<b>Applies To:</b>	U.S. Customs Service, Customs Officers
<b>Rate:</b>	50 percent of basic hourly rate

**Description:**

This TC is used to record hours of home leave used for which the employee is entitled to Sunday premium pay.



An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by COPRA.

**Entry Instructions:**

Type/select **50** in the Prefix field and **69** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the code in the TC Descriptor field. See TC 69 for definition.

<b>Transaction Code:</b>	<b>TC 70, Logging - Forfeiture of Pay</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Department of Commerce, wage marines

**Description:**

This TC is used to record a pay forfeiture (by hours) assessed upon an employee as a disciplinary measure while the ship is at sea or at a port other than home port.

**Entry Instructions:**

Type/select **70** in the TC field and the number of hours forfeited in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 71, Leave Without Pay (LWOP)</b>
<b>TC Descriptor:</b>	01, 02, 03, 04, 05, 06, 07, 08
<b>Applies To:</b>	Full-time/part-time employees

**Description:**

This TC is used to record the hours of nonpay status when the employee is on approved time away from work without pay.



The T&A should be used to record LWOP for less than 30 days. A personnel action must be processed to place the employee on LWOP for 30 days or more and to return the employee to active status. If the employee was placed on LWOP by processing a personnel action, a T&A should not be processed for the pay period if the employee is on LWOP for the entire pay period. If the employee is on LWOP for only a part of the pay period, a T&A should be processed.

### Transaction Code Descriptors

One of the following codes may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle Agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	FMLA	LWOP under the protection of FMLA. See FMLA for more information.
02	OWCP (Injury)	LWOP used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	LWOP used for time absent due to an OWCP occupational illness.
04	LWOP-US (Reg)	LWOP used in conjunction with military time off because an employee has exceeded his/her allocation of military time for the year.
05	LWOP-US (Emergency)	LWOP used in conjunction with emergency military time off because an employee has exceeded his/her allocation of military time for the year.
06	Government Closure	LWOP used in conjunction with a Government closure (e.g., BEP closes for winter break and employee elects not to use paid leave and/or has insufficient paid leave to cover the break).
07	Lapse in Appropriations	LWOP used in conjunction with a Government closure due to a lapse in appropriations for that Department/Agency.
08	Allocating time for TOD	LWOP used to account for time absent during an employee's tour of duty (TOD) and time beyond the tour of duty is worked and charged to TC 01.

### Entry Instructions:

Type/select **71** in the TC field and the number hours of LWOP in the applicable Week 1 Hrs/Week 2 Hrs fields.

Enter holidays which occur within a period of LWOP as a day of LWOP.



**Example:** The employee is in nonpay status both on the workday immediately before and on the workday following the holiday. The employee is not entitled to holiday leave. If the employee had been at work the day before or after the holiday, the employee is entitled to holiday leave.

If applicable, type the appropriate code in the TC Descriptor field.

<b>Transaction Code:</b>	<b>TC 72, Absence Without Official Leave (AWOL)</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time employees

**Description:**

This TC is used to record the hours of non-paid absence that were not approved. AWOL is unapproved time away from work without pay.

**Entry Instructions:**

Type/select **72** in the TC field and the number of hours of AWOL in the applicable Week 1 Hrs/Week 2 Hrs fields. AWOL subsequently changed to annual leave, sick leave, or LWOP requires a corrected T&A.

Enter holidays which occur within a period of AWOL as a day of AWOL.

<b>Transaction Code:</b>	<b>TC 73, Suspension</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time employees

**Description:**

This TC is used to record hours of suspension.

Employees are placed on suspension in an unpaid status by a personnel action. Suspension is ordered for full days only. Supervisors should inform you when an employee is placed on suspension. A personnel action is required to return these employees to duty.



**Entry Instructions:**

Type/select **73** in the TC field and the number of hours the employee was suspended in the applicable Week 1 Hrs/Week 2 Hrs fields. The employee is not authorized regular or differential pay while on suspension.

Enter holidays which occur within a period of suspension as a day of suspension.

<b>Transaction Code:</b>	<b>TC 74, Furlough</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time employees

**Description:**

This TC is used to record the hours of nonpay status because of lack of funds, work, or other nondisciplinary reasons. For IRS employees, see TC 17, Prefixes 21 and 22.

Personnel actions are required to place an employee on furlough for 1 day or more and to return the employee to duty.

**Entry Instructions:**

Type/select **74** in the TC field and the number of furlough hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

<b>Transaction Code:</b>	<b>TC 89, Imprest Fund</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	Full-time/part-time GS and FWS employees

**Description:**

This TC is used to record deductions for repayment of an emergency salary advanced payment which was made to an employee from an Imprest Fund.



For all entries made against TC 01 and TC 89, enter the same accounting code used on the SF 1165, Receipt for Cash-Sub-Voucher, which initially authorized the imprest fund payment. If stored accounting is used, do not enter accounting data.

Emergency salary payments may be requested for a newly gained employee through the manual processing of a split T&A.

**Entry Instructions:**

Type/select **89** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Enter the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

---

Example: To enter an amount of \$99.99, enter **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

---

**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)

<b>Transaction Code:</b>	<b>TC 91, Quarters</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees



**Description:**

This TC is used to record deductions from an employee's pay when quarters are provided by the Government.

Quarters deductions from an employee's pay are accomplished on the basis of payroll data stored in the employee's database. The rate and amount deducted from the employee's salary each day or each pay period must be established by processing a personnel action.

**Entry Instructions:**

If quarters deductions are based on a daily rate, type/select **91** in the TC field and the number of days the employee resided in Government quarters in the applicable Week 1 Hrs/Week 2 Hrs fields (i.e., 14 days is recorded as **14** in the whole hours portion of the field and **0** in the fractions portion of the field). Type the accounting data to be charged in the accounting data fields, as applicable.

If quarters are based on a pay period rate, type/select **91** in the TC field. Do not complete the Week 1 Hrs or Week 2 Hrs fields. Type the applicable accounting data to be charged, applicable.

<b>Transaction Code:</b>	<b>TC 92, Meals</b>
<b>TC Descriptor:</b>	Not applicable with this TC
<b>Applies To:</b>	All employees

**Description:**

This TC is used to record deductions from an employee's pay when meals are provided by the Government.

See TC 17, Prefixes 11 and 18, for law enforcement meal period credit under FLSA.

**Entry Instructions:**

Type/select **92** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount popup appears. Type the dollar amount being reported.

---

Note: Monetary entries can only be entered in the Week 1 Hrs field.

---

Example: To enter an amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount popup and then click **OK**. In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:



- Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.
- Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

---

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

---

**Entry Instructions for webTA and Paycheck8:**

On the Dollar Transactions (webTA) or the Enter Dollar Transaction (Paycheck8) section of the the T&A:

- Select the applicable TC.
- Select the accounting code.
- Enter the total dollar amount in dollar and cents. (Example for \$99.99, type 99.99)



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