

## Leave Audit

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

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

Documentation needed to complete a leave audit:

- AD-717 Leave Audit or an equivalent agency form.
- Leave Application Files. An SF-71 or equivalent plus any supporting documentation of requests and approvals of leave.
- Time and Attendance Source Records. All time and attendance records upon which leave input data is based, such as:
  - time or sign-in sheets
  - time cards (such as Optional Form (OF) 1130)
  - flextime records
  - leave applications for jury and military duty and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based.

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

- Time and Attendance Input Records. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.
- Leave Record
  - Record of employee leave, such as an SF-1150, prepared upon transfer or separation. File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1.
  - Creating agency copy, when maintained.

### Leave Discrepancies

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

### Separated Employee

Verify that the separation personnel action and final T&A are processed, establish any indebtedness, and determine if there are leave errors. When there is a leave discrepancy, complete a leave audit on the separated employee and submit the leave corrections (if applicable)

## NFC Processing Tips

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### *Leave Audit*

to NFC via TINQ. The resulting SF-1150 reflects the corrected data and the lump sum payment(s) can be processed.