

# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# Time Inquiry – Leave Update System (TINQ)

TITLE I  
Payroll/Personnel Manual

CHAPTER 7  
Time and Attendance Procedures

SECTION 4  
Time Inquiry – Leave Update System (TINQ)

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## Table Of Contents

<b><u>System Overview</u></b> .....	<b>1</b>
<u>About TINQ</u> .....	1
<u>Reports</u> .....	1
<u>Who To Contact for Help</u> .....	2
<b><u>System Access</u></b> .....	<b>3</b>
<u>Security And Remote Terminal Usage</u> .....	3
<u>Log-On</u> .....	3
<u>Log-Off</u> .....	5
<b><u>Operating Features</u></b> .....	<b>7</b>
<u>System Design</u> .....	7
<u>System Edits</u> .....	7
<u>Function Keys</u> .....	7
<b><u>TINQ Menu</u></b> .....	<b>9</b>
<u>Annual &amp; Sick Leave</u> .....	10
<u>Leave Sharing Program</u> .....	14
<u>Processing for a Leave Recipient</u> .....	15
<u>Processing for a Leave Recipient with Advanced Annual Leave</u> .....	15
<u>Processing for a Leave Donor</u> .....	16
<u>AWOP Leave</u> .....	17
<u>Suspension Leave</u> .....	20
<u>Military Leave</u> .....	22
<u>Comp Leave &amp; Comp-Oth-Rt</u> .....	24
<u>Compensatory Leave Adjustments</u> .....	28
<u>Increasing Compensatory Leave Forfeited (Example 1)</u> .....	28
<u>Reducing Compensatory Leave Forfeited (Example 2)</u> .....	31
<u>Increasing Compensatory Leave Balance (Example 3)</u> .....	32
<u>Reducing Compensatory Leave Balance (Example 4)</u> .....	34
<u>Increasing Religious Compensatory Leave Taken (Example 5)</u> .....	36
<u>Reducing Religious Compensatory Leave Taken (Example 6)</u> .....	38
<u>Increasing Religious Compensatory Leave Earned (Example 7)</u> .....	41
<u>Reducing Religious Compensatory Leave Earned (Example 8)</u> .....	43
<u>Compensatory Time Travel Used (Example 9)</u> .....	45
<u>Compensatory Time Travel Earned (Example 10)</u> .....	46
<u>Home Shore Leave</u> .....	48
<u>Annual Leave Restored</u> .....	50
<u>Time Off Awards</u> .....	52
<u>Audit Trail of Leave Updates</u> .....	53
<b>Appendix</b> .....	<b>57</b>
TINQ Edit Messages .....	58

[Heading Index](#) ..... *Index – 1*

## System Overview

This section presents the following topics:

[About TINQ](#)

[Reports](#)

[Who To Contact for Help](#)

## About TINQ

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

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

A corrected Time and Attendance Report (T&A) should be used if the correction involves hours worked (e.g., changing annual leave to leave without pay) or adjustments to accounting data. If the adjustment is beyond system capability (26 pay periods), do not process a corrected T&A; adjust the leave balances through TINQ and through your T&A system (e.g., adjusting the leave amounts on the employee leave account screen in STAR Web). If the correction does not involve hours worked nor accounting data, correct the leave data in TINQ and your T&A system; do not process a corrected T&A.

## Reports

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

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

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

All reports are updated when leave is updated (after Payroll Processing (PAYE) is run).

To query groups of employee data, use FOCUS to request ad-hoc reports.

## **Who To Contact for Help**

For questions about NFC processing, contact the Payroll/Personnel Call Center at **1-800-981-3026**

## System Access

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

This section presents the following topics:

[Security And Remote Terminal Usage](#)

[Log-On](#)

[Log-Off](#)

## Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user IDs, passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

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

## Log-On

**To log on to TINQ:**

1. Connect to your telecommunications network. The U.S. Government Computer Warning screen (**Figure 1**) is displayed.
2. Press **Enter**. The NFC banner screen (**Figure 2**) is displayed.

```

DATE: 06/24/2004                                     10:04:14 CT
***** W A R N I N G *****
*
*   YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU ARE NOT
*   AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW.
*
*   All attempts to access and use this system and/or its resources
*   are subject to keystroke monitoring and recording. Everyone using
*   this system consents to such monitoring and is advised that if
*   such reveals possible evidence of criminal activity or abuse of
*   access authority, the information will be reported to authorities
*   for action. Unauthorized access or use in excess of documented
*   authority may subject you to a fine and/or imprisonment in
*   accordance with Title 18, USC, Section 1030 or administrative
*   penalties or dismissal.
*
*           W A R N I N G
*****
*   IF QUESTIONS, PLEASE CONTACT CUSTOMER SUPPORT CENTER AT 504-255-5230
*****
Please hit enter to continue.
    
```

Figure 1. U.S. Government Computer Warning screen

```

=====
== 01/31/XX          SNAMOD2          T3139036          PF1=HELP ==
=====
==              NN  NN          FFFFFFFF          CCCCCCCC ==
==             NNN  NN          FFFFFFFF          CCCCCCCC ==
==            NNNN  NN          FF              CC ==
==           NN  NN  NN          FFFFFFFF          CC ==
==          NN  NNNN          FFFFFFFF          CC ==
==         NN  NNN          FF              CCCCCCCC ==
==        NN  NN          FF              CCCCCCCC ==
=====
==          =====          National Finance Center          =====
==          =====          Office of the Chief Financial Officer          =====
==          =====          United States Department of Agriculture          =====
==          =====
==          For Authorized Use Only
== ENTER USER ID =          PASSWORD =          NEW PASSWORD =
==
==          ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU
=====
    
```

Figure 2. NFC banner screen

3. Complete the Enter User ID field as follows:

<b>Enter User ID</b>	Type your assigned user ID (i.e., <b>NF999</b> ).
----------------------	---

- 4. Press **Tab**.
- 5. Complete the Password field as follows:

<b>Password</b>	Type your password. Your password is not displayed on the screen.
-----------------	---

- 6. Press **Tab**.
- 7. Complete the New Password field as follows:

<b>New Password</b>	If your current password expires, type a new password. You may change your password any time, but not more than once a day.
---------------------	---

8. Press **Tab**.
9. Complete the Enter Application Name field as follows:

<b>Enter Application Name</b>	Type <b>TINQ</b> .
-------------------------------	--------------------

10. Press **Tab**. The TINQ menu is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **Enter**. The CL/Supersession Main Menu screen (**Figure 3**) is displayed. Select TINQ and press **Enter** to display the TINQ menu.

**OR**

At the Command Line, press **PF9**.

11. If you pressed **PF9**, type **s TINQ**.

For more information see the TINQ Menu.

```

          Actions Options Commands Features Help
    sssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssssss
    KLSVSEL1                CL/SUPERSESSION Main Menu                More:
    Select sessions with the ENTER key or use a "/"
    to display an action code.
    Session ID  Description                                     Type      Status
    -----
    BTCHFOCA   TSOB                                           Multi
    BTCHFOCB   TSOB                                           Multi
    BTCHFOCC   TSOB                                           Multi
    BTCHFOCR   TSOB                                           Multi
    CADI       IDMS11                                          Multi
    CADIT      IDMS61                                          Multi
    CICST9     CICST9                                          Multi
    CULPRPT    TSOB                                           Multi
    CULPRPTA   TSOB                                           Multi
    CULPRPTB   TSOB                                           Multi
    CULPRPTC   TSOB                                           Multi
    CULPRPTR   TSOB                                           Multi
    Command ==>
    SYSB/T30N0911
    Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

**Figure 3. CL/Supersession Main Menu screen**

## Log-Off

To log off TINQ, press **Clear** at any screen. The *Enter Next Task Code* prompt (**Figure 4**) is displayed. Type in **bye** and press **Enter**.

```
Enter Next Task Code
bye
```

**Figure 4. Enter Next Task Code Prompt**

The CL/Supersession Main Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the CL/Supersession Main Menu.

To disconnect from the mainframe, press **PF3** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

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## Operating Features

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

For more information see the following topics:

[System Design](#)

[System Edits](#)

[Function Keys](#)

### System Design

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

### System Edits

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

### Function Keys

The special functions of these keys in TINQ are displayed at the bottom of each screen. Descriptions are provided below:

#### Function Keys

Key	Description
	Used to display the TINQ menu.
	Used to refresh the Comp Leave & Comp–Oth–Rt, Total Time Off & Time Off Awards, and Audit Trail Of Leave Updates screens to enter a new social security number.
	Used to scroll backward to the previous Comp–Oth–Rt or Audit Trail Of Leave Updates record.
	Used to scroll forward to the next Comp–Oth–Rt or Audit Trail Of Leave Updates record.

### Function Keys

Key	Description
	Used to exit the system.
	Used to enter data into the system after you have keyed it in at a screen.
	Used to move the cursor from field to field.

## TINQ Menu

After you access TINQ, the TINQ menu (**Figure 5**) is displayed showing nine programs.

```

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

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

----- RESPONSES -----
CLEAR = EXIT                               ENTER = SELECTED SCREEN
FOR AUTHORIZED USE ONLY
    
```

**Figure 5. TINQ menu**

Below is a brief description of each program:

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

**To modify, query, or add data in the TINQ database:**

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

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

This section presents the following topics:

- [Annual & Sick Leave](#)
- [Leave Sharing Program](#)
- [AWOP Leave](#)
- [Suspension Leave](#)
- [Military Leave](#)
- [Comp Leave & Comp–Oth–Rt](#)
- [Compensatory Leave Adjustments](#)
- [Home Shore Leave](#)
- [Annual Leave Restored](#)
- [Time Off Awards](#)
- [Audit Trail Of Leave Updates](#)

## Annual & Sick Leave

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

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

### To use the Annual & Sick Leave program:

1. At the TINQ menu, type **01** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Annual & Sick Leave screen (**Figure 6**) is displayed.

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

Figure 6. Annual & Sick Leave screen

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

- Press **Enter**. The Annual & Sick Leave record for the social security number entered is displayed.
- Complete the Agency field.

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

- Press **Enter**. The data changes to the selected agency data.
- Complete the fields as follows:

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

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

<b>Annual-Lv-Carryover-Balance</b>	Type the number of annual leave hours carried forward from one leave year to the next. <b>Note:</b> If the employee is separated with a <b>0</b> annual leave balance, this field cannot be adjusted.
<b>Sick-Lv-Carryover-Balance</b>	Type the number of sick leave hours carried from one leave year to the next. This field contains the ending balance from the previous year.
<b>Annual-Lv-Accruals-YTD</b>	The number of annual leave hours accrued during the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field. <b>Note:</b> If the employee is separated with a <b>0</b> annual leave balance, this field cannot be adjusted.
<b>Sick-Lv-Accruals-YTD</b>	The number of sick leave accruals from the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field.
<b>Annual-Lv-Used-YTD</b>	The number of hours of annual leave used during the current leave year. The annual leave used is updated on the database each pay period by the number of hours shown on the T&A. <b>Note:</b> If the employee is separated with a <b>0</b> annual leave balance, this field cannot be adjusted.
<b>Sick-Lv-Used-YTD</b>	The total sick leave hours used during the current leave year. This field is automatically updated each pay period by the number of sick leave hours used on the T&A.
<b>Annual-Lv-Current-Balance</b>	The current balance for annual leave will automatically be calculated, based upon changes made to other fields. This field cannot be manually adjusted. <b>Note:</b> If the employee is separated with a <b>0</b> annual leave balance, this field cannot be adjusted.
<b>Sick-Lv-Current-Balance</b>	The current balance for sick leave will automatically be calculated, based upon changes made to other fields. This field cannot be manually adjusted.
<b>Annual-Lv-Forfeited</b>	This field is automatically updated at the end of the leave year. The annual leave is forfeited whenever the current annual leave is in excess of the number of hours the employee is entitled to carry forward from leave year to the next.
<b>Sick-Lv-Accrual-Reduction</b>	This field contains the number of sick leave hours lost due to non-pay hours for the current leave year. For each 80 increment of non-pay, one leave accrual is lost. This field is automatically updated if any non-pay hours fields are changed. The Sick-Lv-Accruals-YTD field should not be changed.
<b>Annual-Lv-PT-Carryover-Hours</b>	The number of unapplied annual leave hours worked for part-time employees leave accruals. These hours are used with hours worked the following pay period to calculate leave accrual for part-time employees. <b>Note:</b> Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of one hours.
<b>Sick-Lv-PT-Carryover-Hours</b>	The number of unapplied sick leave hours worked for part-time employees leave accruals. These hours are used with hours worked the following pay period to calculate leave accrual for part-time employees. <b>Note:</b> Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of one hours.

<p><b>Annual-Lv-Accrual-Reduction</b></p>	<p>This field contains the number of hours representing the leave accruals lost due to nonpay hours for the current leave year. For each 80-hour increment of nonpay, one leave leave accrual is lost. This field is automatically updated if any nonpay hour fields are changed. The Annual-Lv-Accruals-YTD field should not be changed.</p> <p><b>Note:</b> When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the annual leave and sick leave accruals are reduced by the employee's leave category.</p> <p><b>Note:</b> This field is automatically reset to <b>0</b> the first pay period of the leave year.</p>
<p><b>Sick-Lv-Error</b></p>	<p>This field denotes whether an error has occurred on sick leave during the current leave year. It is system generated when the balance on the T&amp;A does not agree with the leave balance on the database. These codes remain on the TINQ database for the current pay period and one additional pay period after the correction is made. Valid values are:</p> <p><b>0</b> No Error  <b>1</b> Balance Error  <b>2</b> Crossfoot Error  <b>3</b> Balance and Crossfoot Error</p>
<p><b>Annual-Lv-Accrued-SES</b></p>	<p>The number of hours of annual leave accrued during the current leave year by an employee in the Senior Executive Service (SES).</p>
<p><b>Frozen-Sick-Bal</b></p>	<p>The frozen sick leave balance is the number of sick leave hours an employees had at the time he/she transferred to the Federal Employees Retirement System (FERS). This will be the only sick leave hours used to compute an employee's retirement annuity. If a leave audit is completed and found that at the time the employee transferred to FERS the sick leave was not correct, this field will have to be updated.</p>
<p><b>Annual-Lv-Error</b></p>	<p>This field denotes whether an error has occurred on annual leave during the current leave year. It is system generated when the balance on the T&amp;A does not agree with the leave balance on the database. These codes remain on the TINQ database for the current pay period and one additional pay period after the correction is made. Valid values are:</p> <p><b>0</b> No Error  <b>1</b> Balance Error  <b>2</b> Crossfoot Error  <b>3</b> Balance and Crossfoot Error</p>
<p><b>An-Sk-Chgd-Date</b></p>	<p>This field is system generated and indicates the date the last change was made to an employee's annual or sick leave record.</p>
<p><b>Annual-Lv-Carryover-Prior-Yr</b></p>	<p>The number of annual leave hours carried over from the prior leave year to the current year. Although this field can be corrected, it is only used for informational purposes.</p>
<p><b>Leave-Earning-Status-PP</b></p>	<p>This field is system generated and indicates eligibility for leave accruals during the first or final pay period for an employee who is part-time or full-time with an uncommon tour of duty. <b>N</b> (no) indicates that an employee is not entitled to earn leave. <b>Y</b> (yes) indicates that an employee is entitled to earn leave.</p>
<p><b>Annual-Lv-Category</b></p>	<p>This field contains the number of annual leave hours that the employee is entitled to earn per pay period. Valid values are <b>0</b>, <b>4</b>, <b>6</b>, and <b>8</b>. This field is system generated and is provided for informational purposes. This field cannot be manually adjusted.</p>

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

9. After typing the data, press **Enter**. The Ann–Sick–Lv Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.
10. To access another record, enter the social security number directly over the one displayed.
11. Press **Enter**.
12. To access another program, enter the program number in the Screen Opt field.
13. Press **Enter**.

## Leave Sharing Program

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

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

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

For more information, see:

[Processing for a Leave Recipient](#)

[Processing for a Leave Recipient with Advanced Annual Leave](#)

[Processing for a Leave Donor](#)

### ***Processing for a Leave Recipient***

#### **To process leave for a leave recipient:**

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

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

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

### ***Processing for a Leave Recipient with Advanced Annual Leave***

#### **To process leave for a recipient with advanced annual leave:**

1. Follow the same instructions as listed under [Processing for A Leave Recipient](#). Take caution when making adjustments to the recipient's annual leave balance.
2. If the recipient is donated annual leave that is to be **used** instead of offsetting the negative annual leave balance, change the Annual-Lv-Carryover-Balance and

Annual–Lv–Used–YTD fields to **0** and add the donated hours to the Annual–Lv–Accruals–YTD field.

3. Once all donated hours have been used, change the Annual–Lv–Carryover–Balance and Annual–Lv–Used–YTD fields to the hours shown prior to the change.
4. If the recipient is donated annual leave to **offset** the negative annual leave balance, add the donated hours to the Annual–Lv–Accruals–YTD field.
5. If the donated leave amount carries over to subsequent pay period(s), no action is required in TINQ.
6. Make a screen print of the Annual & Sick Leave data before making any changes.

**To process leave (at the end of the emergency period) for a recipient with advanced annual leave:**

1. Type **n** (no) in the Approved Leave Recipient field in your agency’s payroll system indicating that the employee is no longer eligible for donated leave.
2. Prorate according to the number of donors any unused donated leave remaining in the recipient’s account so that this leave can be recredited to the donor’s account.
3. Add the unused accrued hours held in a separate account to the Annual–Lv–Accruals–YTD field.
4. Record the unused accrued hours in the Annl/Sick Brought Fwd field on the T&A.
5. Type the employee’s appropriate accrual rate(s) in the Annual and Sick Leave Accrual fields so that the employee will again accrue leave.

***Processing for a Leave Donor***

**To process leave for a leave donor:**

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

**To process leave (at the end of the emergency period) for a leave donor:**

At the end of the emergency period:

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

## AWOP Leave

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

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

### To use the AWOP Leave program:

1. At the TINQ menu, type **02** at the *Please Enter Selection* prompt.
2. Press **Enter**. The AWOP Leave screen (**Figure 7**) is displayed.

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

Figure 7. AWOP Leave screen

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

4. Press **Enter**. The AWOP Leave record for the social security number entered is displayed.

5. Complete the Agency field.

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

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

<b>Screen Opt</b>	The program number 02 is system generated. Complete this field with the next program desired after all changes and/or additions are made.						
<b>Last Update By</b>	This field is system generated whenever a TINQ record is accessed and updated. The User ID number is system generated for the audit trail.						
<b>AWOP-Excess-30-Days-Cntr</b>	The number of all nonpay days after the initial 30 days of nonpay occurring since the employee's career conditional appointment.						
<b>LWOP-Retirement-RIF</b>	This field contains a summary of hours of approved leave without pay occurring during the current calendar year. These hours are used in the adjustment of the service computation dates for leave, retirement, and reduction in force.  <b>Note:</b> This field is automatically reset to 0 at the end of the calendar year.						
<b>AWOP-Consecutive-Day-Cntr</b>	The number of consecutive calendar days of nonpay since the employee's career conditional appointment.						
<b>LWOP-Since-Last-WGI</b>	This field contains a summary of hours of approved leave without pay occurring since the employee's last within-grade increase. These hours are used to extend the employee's waiting period for the next within-grade increase.  <b>Note:</b> This field is reset to 0 when the within-grade increase is granted.						
<b>AWOP-Toward-Leave-Credits</b>	This field includes the total number of nonpay hours that occurs during the leave year and will be used for accrual reductions. Whenever the absence equals the number of base hours in a pay period (80), the employee's accruals for annual and sick leave are reduced. The counter is then reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped.						
<b>LWOP-During-Probation</b>	This field contains a summary of hours of approved leave without pay during the employee's probationary period. These hours are used to the extent of the employee's probationary period.  <b>Note:</b> This field is reset to 0 at the end of the probationary period.						
<b>AWOP-FEHB-Termination</b>	This field is used to track nonpay days for the termination of the employee's Federal Employees Health Benefits (FEHB). When the counter reaches 365 days, the employee's health benefits coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay status within four months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after health benefits are terminated or the Pay-Status-After-AWOP field reaches 120 days.						
<b>LWOP-During-Prob-Supv-Mgr</b>	The total number of hours of approved leave without pay occurring during probation for an employee in a supervisory or managerial position.						
<b>AWOP-FEHB-Flag</b>	The code used to control updating the number of nonpay days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are:  <table style="margin-left: 20px;"> <tr> <td>0</td> <td>Not applicable</td> </tr> <tr> <td>1</td> <td>Update AWOP counters</td> </tr> <tr> <td>2</td> <td>Update pay status counters</td> </tr> </table> <b>Note:</b> This field is reset to 0 only after the Pay-Status-After-AWOP field reaches 120 days.	0	Not applicable	1	Update AWOP counters	2	Update pay status counters
0	Not applicable						
1	Update AWOP counters						
2	Update pay status counters						

<b>AWOL-Retirement-RIF</b>	This field contains a summary of hours of unapproved absence without pay during the calendar year. These hours are used to adjust the service computation dates for leave, retirement, and reduction in force. <b>Note:</b> This field is reset to <b>0</b> at the end of the calendar year.
<b>AWOP-Begin-Date</b>	The date the period of nonpay begins.
<b>AWOL-Since-Last-WGI</b>	The total number of hours of unapproved absence without pay occurring since the employee's last within-grade increase. <b>Note:</b> This field is reset to <b>0</b> when the within-grade increase is granted.
<b>Pay-Status-After-AWOP</b>	This field contains the number of days in pay status following a period of nonpay. It is updated by 14 days each pay period when AWOP-FEHB-Flag is <b>2</b> . <b>Note:</b> This field is automatically reset when the health benefits are canceled or the counter reaches 120 days.
<b>AWOL-During-Probation</b>	The total number of hours of unapproved absence without pay occurring during the employee's probationary period. These hours are used to extend the employee's probationary period. <b>Note:</b> This field is reset to <b>0</b> at the end of the probationary period.
<b>Cal-Yr-Split-Type-Lv</b>	Identifies the type of absence without pay used in the pay period involving a calendar year split. Only one type of absence without pay can be used in this field. Enter the type of nonpay leave used for the pay period involving a calendar year split. Valid values are:  <b>A</b> AWOL <b>L</b> LWOP <b>S</b> Suspension
<b>AWOL-During-Prob-Supv-Mgr</b>	This field contains a summary of hours of unapproved absence without pay occurring during the supervisory probationary period. These hours will be used the extent of the probationary period. <b>Note:</b> This field is reset to <b>0</b> at the end of the probationary period.
<b>Injury-Leave-OFEC</b>	The number of hours of injury leave an employee has used in the current leave year.
<b>Susp-AWOL-LWOP-Cal-Yr-Split</b>	This field contains a summary of all hours of absence without pay used in the pay period involving a split calendar year which are applicable to the new calendar year. These hours are used to compute the service computation date at the last pay period, then zeros out by the system and stored on IRIS Program IR140 in the AWOP-Prev-Cal-Yr-Split field. These hours will be used in certain computations at the end of the new calendar year.
<b>AWOP-FEHB-Termination-Mil</b>	This field is used to track nonpay days due to active military duty for the termination of the employee's FEHB. When the counter reaches 730 days, the employee's FEHB coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay within four months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after FEHB coverage is terminated or the Pay-Status-After-AWOP field reaches 120 days.
<b>AWOP-FEHB-Flag-Mil</b>	The code used to control updating the number of nonpay military leave days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are:  <b>0</b> Not applicable <b>1</b> Update AWOP counters

<b>AWOP-FEHB-Begin-Date</b>	The date the period of nonpay begins.
<b>AWOP-FEGLI-Termination</b>	This field is used to track nonpay days for the termination of an employee's life insurance coverage. When the counter reaches 365 days, the employee's life insurance coverage is terminated. Generally nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay within four months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after life insurance benefits are terminated or the Pay-Status-Aft-AWOL-FEGLI field reaches 120 days.
<b>AWOP-FEGLI-Flag</b>	The code used to control updating the number of nonpay days toward the termination of life insurance coverage and the number of days in pay status following a period of nonpay. Valid values are: <b>0</b> Not applicable <b>1</b> Update AWOP counters <b>2</b> Update pay status counters
<b>Pay-Status-Aft-AWOP-FEGLI</b>	This field contains the number of days in pay status following a period of nonpay. It is updated by 14 days each pay period when AWOP-FEGLI-Flag is 2.

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

## Suspension Leave

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

### To use the Suspension Leave program:

1. At the TINQ menu, type **03** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Suspension Leave screen (**Figure 8**) is displayed.

```

TI003                SUSPENSION LEAVE                DATE: XX/XX/XX
DB: 85                TIME: 15335661
SSNO:
AGENCY:                LAST UPDATE BY:
SCREEN OPT: 03

RETIREMENT-RIF        +0000.00
SINCE-LAST-WGI        +0000.00
DURING PROBATION      +0000.00
DURING-PROB-SUPV-MGR +0000.00

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

**Figure 8. Suspension Leave screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

- Press **Enter**. The Suspension Leave record for the social security number entered is displayed.
- Complete the Agency field.

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

- Press **Enter**. The data changes to the selected agency data.
- Complete the applicable fields as follows:

<b>Screen Opt</b>	The program number <i>03</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.
<b>Last Update By</b>	This field is system generated and indicates the identification number of the person last updating the leave data.
<b>Retirement-RIF</b>	This field contains the number of hours of suspension resulting form disciplinary action occurring during the current calendar year. (These hours are used to adjust the service computation date for reduction in force.)
<b>Since-Last-WGI</b>	This field contains the number of hours of suspension resulting from disciplinary action occurring since the employee's last within-grade increase. These hours are used to extend the employee's waiting period for the next within-grade increase.

<b>During-Probation</b>	This field contains the number of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. These hours are used to adjust the employee's probationary period.
<b>During-Prob-Supv-Mgr</b>	This field contains the number of hours of suspension resulting from disciplinary action occurring during the employee's supervisory/managerial probationary period. These hours are used to adjust the employee's supervisory/managerial probationary period.

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

## Military Leave

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

### To use the Military Leave program:

1. To select this program, at the TINQ menu, type **04** at the Please Enter Selection prompt.
2. Press **Enter**. The Military Leave screen (**Figure 9**) is displayed.

TI004	MILITARY LEAVE	DATE: XX/XX/XX														
DB: 85		TIME: 10062727														
SSNO:		LAST UPDATE BY:														
AGENCY:																
SCREEN OPT: 04																
<table style="width: 100%; border: none;"> <tr> <td>MILITARY-LV-HOURS-USED-YTD-REG</td> <td style="text-align: right;">+0000.00</td> </tr> <tr> <td>MILITARY-LV-DAYS-USED-YTD-REG</td> <td style="text-align: right;">+00</td> </tr> <tr> <td>MILITARY-LV-HRS-USED-YTD-EMERG</td> <td style="text-align: right;">+0000.00</td> </tr> <tr> <td>MILITARY-LV-HRS-USED-PP-EMERG</td> <td style="text-align: right;">+000.00</td> </tr> <tr> <td>MILITARY-LEAVE-CARRYOVER</td> <td style="text-align: right;">+000.000</td> </tr> <tr> <td>MILITARY-LV-DAYS-USED-PRIOR-YR</td> <td style="text-align: right;">+00</td> </tr> <tr> <td>MILITARY-LV-HRS-USED-PRIOR-YR</td> <td style="text-align: right;">+000.00</td> </tr> </table>			MILITARY-LV-HOURS-USED-YTD-REG	+0000.00	MILITARY-LV-DAYS-USED-YTD-REG	+00	MILITARY-LV-HRS-USED-YTD-EMERG	+0000.00	MILITARY-LV-HRS-USED-PP-EMERG	+000.00	MILITARY-LEAVE-CARRYOVER	+000.000	MILITARY-LV-DAYS-USED-PRIOR-YR	+00	MILITARY-LV-HRS-USED-PRIOR-YR	+000.00
MILITARY-LV-HOURS-USED-YTD-REG	+0000.00															
MILITARY-LV-DAYS-USED-YTD-REG	+00															
MILITARY-LV-HRS-USED-YTD-EMERG	+0000.00															
MILITARY-LV-HRS-USED-PP-EMERG	+000.00															
MILITARY-LEAVE-CARRYOVER	+000.000															
MILITARY-LV-DAYS-USED-PRIOR-YR	+00															
MILITARY-LV-HRS-USED-PRIOR-YR	+000.00															
<p>----- RESPONSES -----</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">PF1 = MENU</td> <td style="width: 33%; text-align: center;">ENTER = INQUIRE/UPDATE</td> <td style="width: 33%; text-align: right;">CLEAR = EXIT</td> </tr> </table>			PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT											
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT														

**Figure 9. Military Leave screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

4. Press **Enter**. The Military Leave record for the social security number entered is displayed.

5. Complete the Agency field.

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

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

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

<b>Screen Opt</b>	The program number <i>04</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.
<b>Last Update By</b>	This field is system generated whenever a TINQ record is access and updated. The User ID is system generated for the audit trail. <b>NFOOO</b> is displayed when a T&A processes or a payroll/personnel system change occurs.
<b>Military-Lv-Hours-YTD-Reg</b>	This field contains the number of hours of regular military leave used in the current fiscal year. The maximum number allowed in this field 240 hours (including carryover) per year. A maximum of 288 hours is allowed for Location Code 4 (Washington, D.C. Metropolitan area). <b>Note:</b> This field is reset to <b>0</b> at the end of the fiscal year.
<b>Military-Lv-Days-YTD-Reg</b>	This field contains the number of regular military leave days used during the current fiscal year. <b>Note:</b> The maximum number allowed in this field is <b>30</b> days. (A maximum of <b>36</b> days is allowed for Location Code 4 (Washington, D.C. Metropolitan area)).
<b>Military-Lv-Hrs-YTD-Emerg</b>	This field contains the number of hours of emergency military leave used during the current calendar year. <b>Note:</b> The maximum number of hours allowed in this field is <b>176</b> .
<b>Military-Lv-Hrs-PP-Emerg</b>	This field contains the number of hours of emergency military leave used in the current pay period. <b>Note:</b> The maximum number of hours allowed in this field is <b>80</b> .
<b>Military-Leave-Carryover</b>	This field contains the number of hours of military leave carried forward from the prior fiscal year to the current fiscal year. <b>Note:</b> The maximum number of hours allowed in this field is <b>120</b> . A maximum number of hours allowed for Location Code 4 (Washington, D.C. Metropolitan area) is <b>144</b> .

<b>Military-Lv-Days-Used-Prior-Yr</b>	This field contains the number of days of military leave used in the prior fiscal year. <b>Note:</b> The maximum number allowed in this field is <b>15</b> days.
<b>Military-Lv-Hours-Used-Prior-Yr</b>	The number of hours of military leave used in the prior fiscal year. <b>Note:</b> The maximum number of hours allowed in this field is <b>120</b>

8. After entering the data, press **Enter**. The Military Leave Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.
9. To access another record, enter the social security number directly over the one displayed.
10. Press **Enter**.
11. To access another program, enter the program number in the Screen Opt field.
12. Press **Enter**.

## Comp Leave & Comp–Oth–Rt

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

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

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

**Note:** Do not send in a corrected T&A when processing adjustments for a prior pay period, use TINQ.

### To use the Comp Leave & Comp–Oth–Rt:

1. To select this program, at the TINQ menu, enter **05** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Comp Leave & Comp–OTH–RT (**Figure 10**) is displayed.

```

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

Figure 10. Comp Leave & Comp-Oth-Rt screen

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

- Press **Enter**. The Comp Leave & Comp-Oth-Rt Screen records for the social security number entered are displayed.
- Complete the Agency field.

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

- Press **Enter**. The data changes to the selected agency data.
- Review the information in the Page field.

<b>Page</b>	This field is system generated and requires no action.
-------------	--

- Complete the remaining fields as follows:

<b>Screen Opt</b>	The program number 05 is system generated. Complete this field with the next program desired after all changes and/or additions are made.								
<b>Last Update By</b>	This field is system generated and indicates the identification number of the source of the TINQ update.  The User ID is displayed when a user changes a compensatory record in TINQ. This is system generated for the audit trail. <b>NFOOO</b> is displayed when a T&A processes or a payroll/personnel system change occurs.  <b>Note:</b> The Comp Leave & Comp Oth Rt screen inquiry fields are described below. The data displayed in these fields is system generated from processing T&As and/or adjusting the Rate Records of this program.								
<b>Error Code</b>	This field indicates when the compensatory leave on a T&A is different from the leave on the database. Valid values are:  <table style="margin-left: 20px;"> <tr> <td><b>0</b></td> <td>No error</td> </tr> <tr> <td><b>1</b></td> <td>Balance error</td> </tr> <tr> <td><b>2</b></td> <td>Crossfoot error</td> </tr> <tr> <td><b>3</b></td> <td>Balance and crossfoot error</td> </tr> </table>	<b>0</b>	No error	<b>1</b>	Balance error	<b>2</b>	Crossfoot error	<b>3</b>	Balance and crossfoot error
<b>0</b>	No error								
<b>1</b>	Balance error								
<b>2</b>	Crossfoot error								
<b>3</b>	Balance and crossfoot error								
<b>Forfeited</b>	This field indicates the number of regular compensatory leave hours that have been forfeited during the current year and up to 2 years prior. (For examples of adjusting this field, see <b>Compensatoyr Leave Adjustments</b> , <a href="#">Example 1</a> and <a href="#">Example 2</a> ).								
<b>Earned-YTD</b>	<i>(For Non-Title V Agencies only)</i> . The number of regular compensatory leave hours earned during the current year. (For examples of adjusting this field, see <b>Compensatoyr Leave Adjustments</b> , <a href="#">Example 3</a> and <a href="#">Example 4</a> ).								
<b>Used-YTD</b>	<i>(For Non-Title V Agencies only)</i> . The number of regular compensatory leave hours used during the current year. This field does not include compensatory time used for religious observance. (For examples of adjusting this field, see <a href="#">Compensatoyr Leave Adjustments</a> ).								
<b>Reg-Cur-Comp-Bal</b>	<i>(For Non-Title V Agencies only)</i> . This field contains the balance of regular compensatory leave earned YTD less the leave used YTD for the current year.  <i>(For Title V Agencies)</i> . The balance of regular compensatory leave for the current year.								
<b>Travel-Comp-Bal</b>	The compensatory balance for the hours the employee earned while in travel status.								
<b>Prior-Yr-Bal</b>	This field will always be set to 0.								
<b>Prior-Year-Bal2</b>	This field indicates the expired compensatory leave balance and the expired grandfathered compensatory leave balance.								
<b>Leave-Used-Rel-Obser-YTD</b>	The number of compensatory leave hours used for religious observance in the current year. (For examples of adjusting this field, see <b>Compensatoyr Leave Adjustments</b> , <a href="#">Example 7</a> and <a href="#">Example 8</a> ).								
<b>Comp-Lv-Bal-Rel-Obser</b>	The balance of compensatory leave hours earned for religious observance in the current year. (For examples of adjusting this field, see <b>Compensatoyr Leave Adjustments</b> , <a href="#">Example 9</a> and <a href="#">Example 10</a> ).								
<b>Comp-Lv-Changed-Date</b>	The field contains a system generated date of when the compensatory leave record was last updated.  The above fields are updated when changes or adjustments are made in the Rate Records section.								

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

<b>Yr</b>	<p>The last two digits of the year for the entry of adjustments. The year must be the current year or up to two years prior.</p> <p>Type the current year in this field to add/change the data in the Earned-YTD, Used-YTD, Reg-Cur-Comp-Bal, and/or Travel-Comp-Bal fields.</p> <p>Type the first or second year (as applicable) to add/change data in the Prior-Yr-Bal2 field.</p> <p><b>Note:</b> Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.</p>
<b>PP</b>	Type the pay period in which the compensatory time was earned.
<b>Rate</b>	<p>Type the premium rate (with a decimal point to separate dollars and cents) at which the compensatory time was earned.</p> <p><b>Note:</b> With the exception of Pay Period 1, only two rate records per pay period can be entered.</p>
<b>Hours</b>	<p>The number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour.</p> <p><b>Note:</b> With the exception of Pay Period 1, the maximum number of hours that can be entered per pay period is <b>256</b>.</p>
<b>Ind</b>	<p>Type one of the following codes to indicate an adjustment:</p> <p><b>U</b> To increase and/or decrease the Used YTD field. <b>U</b> must be used for the current year only for non-Title V agencies only.</p> <p><b>F</b> To increase and/or decrease the Forfeited field.</p> <p><b>R</b> To change the religious observance fields. Use <b>R</b> for current year only. Type the year, pay period, rate, hours, and <b>R</b> in this field. You are prompted for an additional indicator with the message, <i>Enter "E" for Religious Earned, "T" for Religious used</i>.</p> <p><b>E</b> Type an <b>E</b> to adjust hours to the Comp-Lv-Bal-Rel-Observ field.</p> <p><b>T</b> Type a <b>T</b> to update hours in the Leave-Used-Relig-Observ field.</p> <p><b>Note:</b> When making an entry in the Ind field, you must enter a new password.</p> <p><b>Note:</b> No entry in the Ind field indicates earned compensatory leave time. No entry in the Rate record indicates travel compensatory time.</p>

10. To correct the Forfeited field, type the correct year (up to 2 years prior or current) in the Yr field.
11. Continue typing the appropriate data in the PP, Rate, and Hours fields.
12. Type **F** in the Ind field.
13. After entering the data, press **Enter**. The Last Update By field displays the identification number of the person last updating the leave data.

All rate records with 0 hours are purged each time PAYE runs.

The total hours shown in the Rate Records section must equal the applicable balance field. If the hours are not equal to the applicable balance field, an edit message will appear.

14. To access another record, press **PF5**, complete the SSNO field.

15. Press **Enter**.
16. To scroll backward, press **PF7**.
17. To scroll forward, press **PF8**.
18. To access another program, enter the program number in the Screen Opt field.
19. Press **Enter**.

## Compensatory Leave Adjustments

### To make adjustments in TINQ:

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

The following examples are provided to assist in adjusting compensatory leave data.

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

For more information, see the following examples:

[Increasing Compensatory Leave Forfeited \(Example 1\)](#)

[Reducing Compensatory Leave Forfeited \(Example 2\)](#)

[Increasing Compensatory Leave Balance \(Example 3\)](#)

[Reducing Compensatory Leave Balance \(Example 4\)](#)

[Increasing Religious Compensatory Leave Taken \(Example 5\)](#)

[Reducing Religious Compensatory Leave Taken \(Example 6\)](#)

[Increasing Religious Compensatory Leave Earned \(Example 7\)](#)

[Reducing Religious Compensatory Leave Earned \(Example 8\)](#)

[Compensatory Time Travel Used \(Example 9\)](#)

[Compensatory Time Travel Earned \(Example 10\)](#)

### ***Increasing Compensatory Leave Forfeited (Example 1)***

In Pay Period 1 of 2009, the employee forfeited a total of 16 hours of compensatory leave. Only 11 hours are shown as forfeited in TINQ Program 05 (**Figure 11**). The forfeited hours must be increased by 5 hours.

```

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

Figure 11. TINQ Program 05 (Before Increasing Compensatory Leave Forfeited)

**To increase the compensatory time hours forfeited:**

1. Complete the fields as follows (Figure 12):

<b>Yr</b>	Type <b>09</b> .
<b>PP</b>	Type <b>01</b> .
<b>Rate</b>	Type <b>10.00</b>
<b>Hours</b>	Type <b>5</b> .
<b>Ind</b>	Type <b>F</b> .

```

TI005  DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:            * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE          0                PRIOR-YR-BAL          +0000.00
FORFEITED          +0011.00          PRIOR-YR-BAL2         +0005.00
* EARNED-YTD       +0000.00          LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD         +0000.00          COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL< +0000.00          COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

```

**Figure 12. TINQ Program 05 (After Entering the Increase in Compensatory Leave Forfeited)**

2. Press **Enter**. The Forfeited field displays **16** hours (**Figure 13**).

```

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

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

```

**Figure 13. TINQ Program 05 (After Entering the Increase in Compensatory Leave Forfeited)**

### Reducing Compensatory Leave Forfeited (Example 2)

In Pay Period 1 of 2009, the employee forfeited a total of 11 hours of compensatory leave. There are 16 hours shown as forfeited in TINQ Program 05 (Figure 14). The forfeited hours must be reduced by 5 hours.

```

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

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

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

Figure 14. TINQ Program 05 (Before Reducing Compensatory Leave Forfeited)

**To reduce the compensatory time hours forfeited:**

1. Complete the fields as follows (Figure 15):

<b>Yr</b>	Type <b>09</b> .
<b>PP</b>	Type <b>01</b> .
<b>Rate</b>	Type <b>10.00</b>
<b>Hours</b>	Change the + (plus sign) to - (minus sign) and type <b>5</b> .
<b>Ind</b>	Type <b>F</b> .

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0016.00         PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00         LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00         COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<        +0000.00         COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 01 10.00 -005.00 F      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
                                PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD

```

Figure 15. TINQ Program 05 (After Entering the Reduction in Compensatory Leave Forfeited)

2. Press **Enter**. The Forfeited field displays **11** hours and the Prior-Yr-Bal2 field displays **5** hours (Figure 16).

```

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

```

Figure 16. TINQ Program 05 (After Entering the Reduction in Compensatory Leave Forfeited)

### Increasing Compensatory Leave Balance (Example 3)

The employee had 16 hours of compensatory leave showing on the database (Figure 17). The balance should be 40 hours. The Reg-Cur-Comp-Bal balance must be increased by 24 hours.

#### To increase compensatory time balance:

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

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00        COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<        +0016.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +016.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 17. TINQ Program 05 (Before Increasing Compensatory Leave Balance)

2. Tab past the Yr, PP, and Rate fields.
3. Type **40** in the Hours field.
4. Leave the Ind field blank (**Figure 18**).

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00        COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<        +0016.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +040.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 18. TINQ Program 05 (After Entering the Increase in Compensatory Leave Balance)

5. Press **Enter**. The Reg-Cur-Comp-Bal displays **40** hours (**Figure 19**).

```

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

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                   0                            +0000.00
FORFEITED                    +0000.00                    PRIOR-YR-BAL      +0000.00
* EARNED-YTD                 +0000.00                    PRIOR-YR-BAL2    +0000.00
* USED-YTD                   +0000.00                    LEAVE-USED-RELIG-OBSER-YTD +000.00
>REG-CUR-COMP-BAL<          +0040.00                    COMP-LV-BAL-REL-OBSER +0000.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

Figure 19. TINQ Program 05 (After Entering the Increase in Compensatory Leave Balance)

### Reducing Compensatory Leave Balance (Example 4)

There are 5 hours of compensatory leave shown in the Reg-Cur-Comp-Bal field of TINQ Program 05 (**Figure 20**). A leave audit reveals that the employee did not work any compensatory time. The Reg-Cur-Comp-Bal field must be reduced to zero.

```

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

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

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

Figure 20. TINQ Program 05 (Before Reducing Compensatory Leave Balance)

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

**To reduce compensatory time hours balance:**

1. Tab to the record containing the year and pay period to be reduced.
2. Tab past the Yr, PP, and Rate fields.
3. Type **0** in the Hours field.
4. Leave the Ind field blank (**Figure 21**).

```

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

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

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

**Figure 21. TINQ Program 05 (After Entering the Reduction in Compensatory Leave Balance)**

5. Press **Enter**. The Reg-Cur-Comp-Bal fields displays **0** hours (**Figure 22**).

```

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

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

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

**Figure 22. TINQ Program 05 (After Entering the Reduction in Compensatory Leave Balance)**

### Increasing Religious Compensatory Leave Taken (Example 5)

After preparing a leave audit, it was determined that an employee had used a total of 16 hours of religious compensatory leave in Pay Period 01 of 2009 but only 12 hours were reported on the T&A. The used hours must be increased by 4 (**Figure 23**).

```

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

```

Figure 23. TINQ Program 05 (Before Increasing Religious Compensatory Leave Taken)

**To increase religious compensatory time used:**

1. To increase the Leave–Used–Relig–Obser–YTDfield, tab to the first rate record containing zeros in all fields.
2. Complete the fields as follows (**Figure 24**):

<b>Yr</b>	Type 09.
<b>PP</b>	Type 01.
<b>Rate</b>	Type 10.00
<b>Hours</b>	Type 4.
<b>Ind</b>	Type R.

```

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

Figure 24. TINQ Program 05 (After Entering the Increase in Religious Compensatory Leave Taken)

3. Press **Enter**. The message *Enter "E" For Religious Earned, "T" for Religious Used* is displayed.
4. Enter **T** in the Ind field to increase the leave used balance (Figure 25).

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0          PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00   LEAVE-USED-RELIG-OBSER-YTD +016.00
* USED-YTD                 +0000.00   COMP-LV-BAL-REL-OBSER    -0004.00
>REG-CUR-COMP-BAL<        +0004.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00        09 03 10.00 +004.00        09 03 10.00 +004.00 T
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 25. TINQ Program 05 (After Changing the Indicator Field for Religious Compensatory Leave Taken)

5. Press **Enter**. The Leave–Used–Relig–Observ–YTD field displays **16 hours (Figure 26)**.

```

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

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

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

```

**Figure 26. TINQ Program 05 (After Entering the Increase in Religious Compensatory Leave Taken)**

### Reducing Religious Compensatory Leave Taken (Example 6)

After preparing a leave audit, it was determined that an employee had only used a total of 12 hours of religious compensatory leave in Pay Period 04 of 2009 but 16 hours were erroneously reported on the T&A. The hours used must be reduced by 4 (**Figure 27**).

```

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

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

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

```

**Figure 27. TINQ Program 05 (Before Reducing Religious Compensatory Leave Taken)**

**To reduce religious compensatory time taken:**

1. Tab to the first rate record containing zeros in all fields.

2. Complete the fields as follows (Figure 28):

<b>Yr</b>	Type <b>09</b> .
<b>PP</b>	Type <b>04</b> .
<b>Rate</b>	Change the + (plus sign) to a – (minus sign) and type <b>10.00</b> .
<b>Hours</b>	Type <b>4</b> .
<b>Ind</b>	Type <b>R</b> .

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                 +0000.00         PRIOR-YR-BAL2        +0000.00
* EARNED-YTD              +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +016.00
* USED-YTD                +0000.00         COMP-LV-BAL-REL-OBSER    +0012.00
>REG-CUR-COMP-BAL<      +0004.00         COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 +000.00      09 04 10.00 +004.00      09 04 10.00 -004.00 R
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE    PF1 = MENU
                                PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 28. TINQ Program 05 (After Entering the Reduction in Religious Compensatory Leave Taken)

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

4. Type **t** in the Ind field to increase the leave used balance (**Figure 29**).

```

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

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

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

```

**Figure 29. TINQ Program 05 (After Changing the Indicator Field for Religious Compensatory Leave Taken)**

5. Press **Enter**. The Leave–Used–Relig–Obser–YTD field displays **12** hours and the Comp–Lv–Bal–Rel–Obser field displays **16** hours (**Figure 30**).

```

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

                                >TRAVEL-COMP-BAL<          LAST-UPDATE BY:
ERROR-CODE                  0                                +0000.00
FORFEITED                   +0000.00                       PRIOR-YR-BAL        +0000.00
* EARNED-YTD                +0000.00                       PRIOR-YR-BAL2       +0000.00
* USED-YTD                  +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +012.00
>REG-CUR-COMP-BAL<         +0004.00                       COMP-LV-BAL-REL-OBSER +0016.00
                                COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

```

**Figure 30. TINQ Program 05 (After Entering the Reduction in Religious Compensatory Leave Taken)**

### Increasing Religious Compensatory Leave Earned (Example 7)

After preparing a leave audit in Pay Period 01 of 2009, it was determined that an employee should have a balance of 16 hours of religious compensatory leave but the database reflects a balance of 8 hours (**Figure 31**).

```

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

**Figure 31. TINQ Program 05 (Before Increasing Religious Compensatory Leave Earned)**

**To increase religious compensatory time earned:**

1. Tab to the first rate record containing zeros in all fields.
2. Complete the fields as follows (**Figure 32**):

<b>Yr</b>	Type <b>09</b> .
<b>PP</b>	Type <b>01</b> .
<b>Rate</b>	Type <b>10.00</b> .
<b>Hours</b>	Type <b>8</b> .
<b>Ind</b>	Type <b>R</b> .

```

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

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

**Figure 32. TINQ Program 05 (After Entering the Increase in Religious Compensatory Leave Earned)**

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.
4. Type **E** in the Ind field to increase the balance (**Figure 33**).

```

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

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

**Figure 33. TINQ Program 05 (After Changing the Indicator Field for Religious Compensatory Leave Earned)**

5. Press **Enter**. The Comp-Lv-Bal-Rel-Obsv field displays **16 hours (Figure 34)**.

```

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

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

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

**Figure 34. TINQ Program 05 (After Entering the Increase in Religious Compensatory Leave Earned)**

### Reducing Religious Compensatory Leave Earned (Example 8)

A corrected T&A for a prior pay period (Pay Period 1 of 2009) reflecting 4 hours of used religious compensatory time was not processed in the system. The employee should have a balance of 16 hours of religious compensatory leave but the database balance is 20 hours (Figure 35).

```

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

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

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

**Figure 35. TINQ Program 05 (Before Reducing Religious Compensatory Leave Earned)**

**To reduce religious compensatory time earned:**

1. Tab to the first rate record with zeros in all fields.
2. Complete the fields as follows (**Figure 36**):

<b>Yr</b>	Type <b>09</b> .
<b>PP</b>	Type <b>04</b> .
<b>Rate</b>	Type <b>10.00</b> .
<b>Hours</b>	Change the + (plus sign) to a – (minus sign) and type <b>4</b> .
<b>Ind</b>	Type <b>R</b> .

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP          TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00                       PRIOR-YR-BAL2         +0000.00
* EARNED-YTD               +0000.00                       LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                 +0000.00                       COMP-LV-BAL-REL-OBSER  +0020.00
>REG-CUR-COMP-BAL<        +0000.00                       COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
09 01 10.00 -004.00 R      00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
00 00 00.00 +000.00          00 00 00.00 +000.00          00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

**Figure 36. TINQ Program 05 (After Entering the Reduction in Religious Compensatory Leave Earned)**

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

4. Type **E** in the Ind field to reduce the balance (**Figure 37**).

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                          PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00                 PRIOR-YR-BAL2        +0000.00
* EARNED-YTD               +0000.00                 LEAVE-USED-RELIG-OBSER-YTD  +000.00
* USED-YTD                 +0000.00                 COMP-LV-BAL-REL-OBSER      +0020.00
>REG-CUR-COMP-BAL<        +0000.00                 COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

**Figure 37. TINQ Program 05 (After Changing the Indicator Field for Religious Compensatory Leave Earned)**

5. Press **Enter**. The Comp-Lv-Bal-Rel-Observ field displays **16** hours (**Figure 38**).

```

TI005 DB 85                >COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP        TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05
                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0000.00
ERROR-CODE                 0                          PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00                 PRIOR-YR-BAL2        +0000.00
* EARNED-YTD               +0000.00                 LEAVE-USED-RELIG-OBSER-YTD  +004.00
* USED-YTD                 +0000.00                 COMP-LV-BAL-REL-OBSER      +0016.00
>REG-CUR-COMP-BAL<        +0000.00                 COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

**Figure 38. TINQ Program 05 (After Entering the Reduction in Religious Compensatory Leave Earned)**

**Compensatory Time Travel Used (Example 9)**

In Pay Period 4 of 2009, the employee used 1 hour of Compensatory Time Travel (**Figure 39**). The Travel-Comp-Bal is reduced by 1 hour.

**Note:** You can only have 1 Compensatory Travel Rate Record per pay period.

```

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

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0004.00
ERROR-CODE                    0          PRIOR-YR-BAL          +0000.00
FORFEITED                     +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                  +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                    +0000.00   COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<          +0005.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND
09 01 10.00 +005.00    09 01 00.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
                                PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO   PF8 = FORWARD
    
```

Figure 39. TINQ Program 05 (Before Decreasing Compensatory Time Travel Used)

```

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

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0003.00
ERROR-CODE                    0          PRIOR-YR-BAL          +0000.00
FORFEITED                     +0000.00   PRIOR-YR-BAL2         +0000.00
* EARNED-YTD                  +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                    +0000.00   COMP-LV-BAL-REL-OBSER   +0000.00
>REG-CUR-COMP-BAL<          +0005.00   COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

Figure 40. TINQ Program 05 (After Decreasing Compensatory Time Travel Used)

### Compensatory Time Travel Earned (Example 10)

In Pay Period 4 of 2009, the employee earned 1 hour of Compensatory Time Travel (Figure 41). The Travel-Comp-Bal is increased by 1 hour after TINQ record is updated.

```

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

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0003.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2        +0000.00
* EARNED-YTD              +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                +0000.00        COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<      +0005.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

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

Figure 41. TINQ Program 05 (Before Increasing Compensatory Time Travel Earned)

```

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

                                LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<          +0004.00
ERROR-CODE                 0                PRIOR-YR-BAL          +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2        +0000.00
* EARNED-YTD              +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
* USED-YTD                +0000.00        COMP-LV-BAL-REL-OBSER  +0000.00
>REG-CUR-COMP-BAL<      +0005.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
09 01 10.00 +005.00    09 01 00.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
                                CLEAR = EXIT             ENTER = INQUIRE/UPDATE   PF1 = MENU
                                PF7 = BACKWARD          PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
    
```

Figure 42. TINQ Program 05 (After Increasing Compensatory Time Travel Earned)

## Home Shore Leave

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

### To use the Home Shore Leave program:

1. To select this program, at the TINQ menu, type **06** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Home Shore Leave screen (**Figure 43**) is displayed.

TI006	HOME SHORE LEAVE	DATE: XX/XX/XX	
DB 85		TIME: 15350261	
SSNO:			
AGENCY:		LAST UPDATE BY:	
SCREEN OPT: 06			
HOME-LV-CURRENT-BAL	+0000.00	SHORE-LV-CURRENT-BAL	+0000.00
HOME-LV-CARRYOVER-BAL	+0000.00	SHORE-LV-CARRYOVER-BAL	+0000.00
HOME-LV-USED-YTD	+0000.00	SHORE-LV-USED-YTD	+0000.00
HOME-LV-ACCRUALS-YTD	+000	SHORE-LV-ACCRUALS-YTD	+000
ANNL-45-DAY-CARRY	+0000.00		
ANNL-45-DAY-CODE			
HOME-SHORE-LV RECORD ADDED			
----- RESPONSES -----			
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT	

**Figure 43. Home Shore Leave screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

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

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

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

<b>Screen Opt</b>	The program number 06 is system generated. Complete this field with the next program desired after all changes and/or additions are made.
<b>Last Update By</b>	This field indicates the identification number of the person last updating the leave data.

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

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

9. After entering the data, press **Enter**. The Home Shore Leave record is updated. The Last Update By field displays the identification number of the person last updating the leave data.
10. To access another record, enter the social security number directly over the one displayed.
11. Press **Enter**.

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

## Annual Leave Restored

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

### To use the Annual Leave Restored program:

1. To select this program, at the TINQ menu, type **07** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Annual Leave Restored screen (**Figure 44**) is displayed.

```

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

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

REST-FORFEITED      +000.00

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

**Figure 44. Annual Leave Restored screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

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

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

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

<b>Screen Opt</b>	The program number <i>07</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.
<b>Last Update By</b>	Data in this field is system generated. this field indicates the identification number of the person last updating the leave data. Tot

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

<b>Exceed Max Ind</b>	Type <b>Yes</b> if restored annual leave exceeds the maximum hours an employee earned in the leave year. There are three sets of Rest-Year and Rest-Hrs fields. The message board on the screen displays the amount of time remaining to use the restored annual leave.
<b>Rest-Year</b>	This field contains the last two digits of the year in which the annual leave was restored. The year is used to project the temporary period in which the restored leave should be scheduled and used, or otherwise forfeited. <b>Note:</b> TINQ does not allow entry of the current year. Use EPIC Web, <i>EmpowHR</i> , or your agency's front-end system (Document Type 165) to add, change, or delete restored annual leave hours for the current leave year. Use TINQ to add, change, or delete restored annual leave hours for prior years. <b>Note:</b> Do not enter the same year in more than one Rest-Year field.
<b>Rest-Hrs</b>	This field contains the total number of annual leave restored hours.
<b>Rest-Forfeited</b>	The number of annual leave restored hours which have been forfeited.

**Rest-Hrs** *numeric, 5 positions*

This field contains the total number of annual leave restored hours.

**Rest-Forfeited** *numeric, 5 positions*

The number of annual leave restored hours which have been forfeited.

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

## Time Off Awards

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

### To use the Time Off Awards program:

1. To select this program, at the TINQ menu, enter **08** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Total Time Off & Time Off Awards screen (**Figure 45**) is displayed.

TI008 DB 0061	TOTAL TIME OFF	DATE: XX/XX/XX					
SSN:	& TIME OFF AWARDS	TIME: 13141283					
AGENCY:		PAGE: 0001					
SCREEN OPT: 08							
	TOTAL TIME OFF						
	TOTAL-TIME-OFF-HOURS	+000.00					
	TIME OFF AWARDS						
YR	PP	HOURS	USED	BALANCE	FORFEIT	CHANGE ID	CHANGE DATE
----- RESPONSES -----							
CLEAR = EXIT		ENTER = INQUIRE/UPDATE		PF1 = MENU			
PF7 = BACKWARD		PF5 = REFRESH/ENTER NEW SSNO		PF8 = FORWARD			

**Figure 45. Total Time Off & Time Off Awards screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

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

<b>Agency</b>	The agency code is system generated. If the employee has a dual appointment and the agency displayed is the not the applicable one, enter the agency code of the record you want to query or modify.
---------------	--

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

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

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

## Audit Trail of Leave Updates

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

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

**To use the Audit Trail of Leave Updates program:**

1. To select this program, at the TINQ menu, enter **09** at the *Please Enter Selection* prompt.
2. Press **Enter**. The Audit Trail Of Leave Updates screen (**Figure 46**) is displayed.

```

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

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

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

**Figure 46. Audit Trail Of Leave Updates screen**

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

<b>SSNO</b>	Type the employee's social security number.
-------------	---

4. Complete the Agency field.

<b>Agency</b>	Type the employee's agency code.
---------------	----------------------------------

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

6. Complete the fields as follows:

<b>Screen Opt</b>	The program number <i>09</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.
<b>Page</b>	This field is system generated and requires no action.

7. Press **Enter**.

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

Data in this list includes the following:

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

8. To access another record, press **PF5**, enter the social security number and agency code.
9. Press **Enter**.
10. To access another program, enter the program number in the Screen Opt field.
11. Press **Enter**.
12. To scroll backward to the previous page, press **PF7**.
13. To scroll forward to the next page, press **PF8**.



## Appendix

This section presents the following Appendix:

[TINQ Edit Messages](#)

## TINQ Edit Messages

### Description

Error With Audit–EP Store, Call Customer Support

Error Reading Audit–EP Rec, Call Customer Support

Error On Audit Record, (Audit–Element–Num), Call Customer Support

Access Denied, Available Agency = \_\_\_\_\_

Security Denied Access

Security Denied Access, Check Agency

Not Employee Of Requested Agency

Error On Salary Duplicate, Call Customer Support

Error On Audit Calc In Include, Call Customer Support

SSNO Not On Data Base #1

SSNO Not On Data Base #2

No Fields Were Changed

Please Correct Highlighted Fields

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

SSNO Must Be Numeric

DB Error On Salary Calc, Call Customer Support

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

Error On Find Ann–Sick–Lv, Call Customer Support

Fraction Hours Must = 00, 25, 50, 75

Please Enter Numeric Task Number

Please Enter Your Selection

Error On Obtain Ann–Sick–Lv, Call Customer Support

No AWOP Record, Key Data & Enter To Add

Error On Obtain AWOP, Call Customer Support

No Susp–Lv Record, Key Data & Enter To Add

Error On Obtain Susp–Lv, Call Customer Support

No Mil–Lv Record, Key Data & Enter To Add  
Error On Obtain Mil–Lv, Call Customer Support  
Unable to Add Comp\_Lv Record, Call Customer Support  
Error On Obtain Comp–Lv, Call Customer Support  
No Home–Shore–Lv Record, Key Data & Enter To Add  
Error On Obtain Home–Shore–Lv, Call Customer Support  
No Ann–Lv–Rest Record, Key Data & Enter To Add  
Error On Obtain Ann–Lv–Rest–Lv, Call Customer Support  
Ann–Lv Change Not Allowed; Separation & Lump Sum Paid; No Fields Updated  
Cannot Add Ann–Sick–Lv Record, Call Customer Support  
Ann–Sick–Lv Record Updated  
Problem With Ann–Sick–Lv Modify, Call Customer Support  
Please Correct Highlighted Field, Fraction Must = 00, 25, 50, 75  
Not Approved Leave Recipient, (TI–Annual–Leave–Accruals–YTD) Exceeds Max Yearly  
Accrual  
Not Approved Leave Recipient, (TI–Sick–Leave–Accruals–YTD) Exceeds Max Yearly  
Accrual  
(TI–Annual–Leave–Used–YTD), Exceeds Max Hours Of 2080  
(TI–Sick–Leave–Used–YTD), Exceeds Max Hours of 2080  
(TI–Credit–Hrs–Current–Bal), Exceeds 24 Hour Maximum  
Access Denied, Available Agency = ‘XX’  
Must Be 0, 1, Or 2  
Leave Types Are A=AWOL, L=LWOP, S=Suspension  
AWOP Record Updated  
Rate Records Balanced  
AWOP Record Added  
Unable To Add AWOP Record, Call Customer Support  
Invalid Month, Re-Enter  
Invalid Year, Re-Enter

Invalid Day, Re-Enter

Unable To Obtain Owner Record, Call Customer Support

Unable To Modify Owner Record, Call Customer Support

Susp–Lv Record Updated

Problem With Susp–Lv Modify, Call Customer Support

Susp–Lv Record Added

Unable To Add Susp–Lv Record, Call Customer Support

Mil–Lv Record Updated

Problem With Mil–Lv Modify, Call Customer Support

Mil–Lv Record Added

Unable To Add Mil–Lv Record, Call Customer Support

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

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

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

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

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

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

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

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

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

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

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

(Military–Leave–Carryover) Exceeds 18 Day Maximum

(Military–Leave–Carryover) Exceeds 15 Day Maximum

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

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

Comp–Oth–Rt Record Added

Comp–Lv And Comp–Oth–Rt Adjusted

Comp–Oth–Rt Record Updated  
Comp–Lv Record Updated  
Call Programmer, Database Error  
Error On Obtain Comp–Lv, Call Customer Support  
Unable To Read Table–28, Call Customer Support  
Comp–Lv–Bal Exists Without Rate Recs, Add Rate Rec Or Press Enter To Balance  
No Rate Records, Key In Data, Enter To Add  
Current Comp–Lv Not In Balance, Press Enter If Balance Is Desired  
Current Comp–Lv Not In Balance, Press Enter If Balance is Desired–1  
Prior–1 Comp–Lv Not In Balance, Press Enter If Balance Desired  
Prior–2 Comp–Lv Not In Balance, Press Enter If Balance Desired  
\*\*\*\*\* Press Enter To Balance Rate Records \*\*\*\*\*  
\*\*\*\*\* Press Enter To Balance Comp Leave \*\*\*\*\*  
Press PF8 To See More Records Or PF5 To Enter New SSNO  
No More Records, PF5 To Enter New SSNO  
Cannot Modify This Record, Call Customer Support  
DB–Error On Comp–Oth–Rt Modify, Call Customer Support  
Neg Earned Not Allowed, Press Enter To Reduce Used–YTD  
Record Has Been Balanced And Updated  
DB–Error On Comp–Lv Modify, Call Customer Support  
Lost Currency  
Press PF7/PF8 To Page Backwad/Forward  
Numerics Only, Please Re-Enter  
Maximum No. Of Rate Records, Call Customer Support  
Zero This Record And Enter Rate Record On Line Above  
Current Calendar Year Rate Records Cannot Be Entered Until February  
53 Rate Records Is The Maximum, Call Customer Support  
Please Enter Valid Year

Please Enter Valid PP

Please Enter Correct Rate

Ind Cannot Be Added To Existing Record, Add New Record

Enter “E” For Religious Earned. “T” For Religious Used

Indicator Must Be F, U, R, Or Space

Religious or Used Leave Must Be Current Year

Top Of Data Reached, Press PF5 To Enter New SSNO

PF7 To Return To Page 1 Or PF5 To Enter New SSNO

No More Pages For (SSNO), PF5 To Enter New SSNO

End Of Data, PF7 To Page Backward

Year Change Not Allowed, Create New Rate Record

Year Out Of Range, Call Customer Support

Ind Must Be Space When Modifying Rcd

Negative Hours Not Allowed For Prior Years

Negatives Not Allowed, Reduce Comp–Oth–Rt Hours

Year In Error, Only Three Years Allowed

Must Enter Hours To Store Record

Negative Hours Not Allowed, Reduce Existing Record

Negative Hours Not Allowed

Invalid Pay Period, Please Correct

Maximum 2 Rate Records Per PP Per Year

Maximum 256 Hours Per PP Per Year

Negative Used Hours Not Allowed

Negative Used Or Balance Hours Not Allowed

Used Cannot Exceed Current Balance

Negative Used Or Balance Hours Not Allowed

Forfeited Hours Exceed Current Balance, Re-Enter

Forfeited Balance Less Than Hour Amount!

Hours Forfeited Exceed Available Balance

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

Unable To Add Comp–Oth–Rt Record, Call Customer Support

DB–Error On Comp–Lv–1 Modify, Call Customer Support

DB–Error On Ann–Sick–Lv Modify, Call Customer Support

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

45 Day Code Must = ‘Y’ Or ‘N’

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

Home–Shore–Lv Record Updated

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

Home–Shore–Lv Record Added

Unable To Add Home–Shore–Lv, Record Call Customer Support

Max Hours = 360 For Newly Established Record

Error On Obtain Home–Shore–Lv, Call Customer Support

To Exceed Max Hours To Be Restored, Enter “Yes” At Ind

Ann–Lv–Rest Record Updated

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

Ann–Lv–Rest Record Added

Unable To Add Ann–Lv–Rest Record, Call Customer Support

Please Enter Year For Restored Hours

Cannot Restore Hours For Current Or Future Year

Cannot Restore Hours Past 3 Years

Duplicate Years Not Valid, Re-Enter

Please Enter Hours To Be Restored

Exceeds Max Hours Allowed, Re-Enter

Hours Exceed Max. If You Wish To, Mark Max Ind With Yes

(Ann–Lv–Restored–Forfeited) Exceeds Maximum Hours

Error On Obtain Ann–Lv–Rest, Call Customer Support

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

Error On Find Total–Time–Off, Call Customer Support

No Time–Off–Awards For This Employee

No More Records For This Employee

PF8 To See More Records

PF7 To Return To Page 1 Or PF5 To Enter New SSNO

No More Pages For (SSNO), Press PF5 To Enter New SSNO

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

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

Award Hours Have Been Used

Negatives Not Allowed

Award Time Has Expired1

Award Time Has Expired2

Used Hours Exceed Available Hours

Please Use Balance Of Previous Award

No Fields Changed

Please Enter SSNO And Agency

# Heading Index

## A

[About TINQ, 1](#)

[Annual & Sick Leave, 10](#)

[Annual Leave Restored, 50](#)

[Appendix, 57](#)

[Audit Trail of Leave Updates, 53](#)

[AWOP Leave, 17](#)

## C

[Comp Leave & Comp–Oth–Rt, 24](#)

[Compensatory Leave Adjustments, 28](#)

[Compensatory Time Travel Earned \(Example 10\), 46](#)

[Compensatory Time Travel Used \(Example 9\), 45](#)

## F

[Function Keys, 7](#)

## H

[Home Shore Leave, 48](#)

## I

[Increasing Compensatory Leave Balance \(Example 3\), 32](#)

[Increasing Compensatory Leave Forfeited \(Example 1\),  
28](#)

[Increasing Religious Compensatory Leave Earned  
\(Example 7\), 41](#)

[Increasing Religious Compensatory Leave Taken  
\(Example 5\), 36](#)

## L

[Leave Sharing Program, 14](#)

[Log–Off, 5](#)

[Log–On, 3](#)

## M

[Military Leave, 22](#)

## O

[Operating Features, 7](#)

## P

[Processing for a Leave Donor, 16](#)

[Processing for a Leave Recipient, 15](#)

[Processing for a Leave Recipient with Advanced Annual  
Leave, 15](#)

## R

[Reducing Compensatory Leave Balance \(Example 4\), 34](#)

[Reducing Compensatory Leave Forfeited \(Example 2\),  
31](#)

[Reducing Religious Compensatory Leave Earned  
\(Example 8\), 43](#)

[Reducing Religious Compensatory Leave Taken  
\(Example 6\), 38](#)

[Reports, 1](#)

## S

[Security And Remote Terminal Usage, 3](#)

[Suspension Leave, 20](#)

[System Access, 3](#)

[System Design, 7](#)

[System Edits, 7](#)

[System Overview, 1](#)

## T

[Time Off Awards, 52](#)

[TINQ Edit Messages, 58](#)

[TINQ Menu, 9](#)

## **W**

[Who To Contact for Help, 2](#)