



# National Finance Center

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U. S. Department of Agriculture

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N E W O R L E A N S , L A

## **National Finance Center**

### **Government Employee Services Division (GESD) Training**

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

#### ***Participant Guide***

***Version 1.0***

***Updated as of September 9, 2016***

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## 1.0. Course Information

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### 1.1. Purpose

This course is designed to enhance users' background of payroll/personnel regulations and knowledge regarding the procedures for processing leave actions in Time Inquiry Leave Update system (TINQ). The course also provides hands-on exercises for users to complete. This course is intended for those with a business need for accessing TINQ.

### 1.2. Course Objectives

By the end of this course, you will be able to:

- Provide colleagues with an overview of TINQ
- Navigate within TINQ
- Update all leave balances
- Research an Audit Trail of Leave

### 1.3. Agenda

This course includes the following chapters:

Chapter	Duration
Welcome	15 Minutes
Course Information	15 Minutes
TINQ Overview	20 Minutes
Navigating within TINQ	20 Minutes
Updating Annual Leave, Sick Leave and Credit Hours	1 Hour 20 Minutes
Updating Annual Leave Restored	20 Minutes
Updating Absence Without Pay Leave	30 Minutes
Updating Suspension Leave	20 Minutes

Chapter	Duration
Updating Compensatory Leave, Religious Leave, and Travel Leave	2 Hours
Updating Military Leave	20 Minutes
Updating Home and Shore Leave	30 Minutes
Updating Time Off Awards	30 minutes
Audit Trail of Leave Updates	20 Minutes
Course Summary	20 Minutes
Review	15 Minutes

#### 1.4. Ground Rules and Expectations

Please follow these ground rules throughout the training:

- Sign the attendance sheet
- Feel free to ask questions
- Be respectful of other participants
- Keep us on schedule with timely returns from breaks
- Share your knowledge, experience, and ideas
- Use the “Parking Lot” to revisit discussion topics
- Give helpful feedback
- Turn off your cell phones and refrain from checking email

## 1.5. Course Materials and Resources

You will be provided with the following course materials to assist your learning:

- Time Inquiry Leave Update system (TINQ) Participant Guide

As you move through this participant guide, be sure to take note of the following icons.

Icon	Meaning or Use
	<p><b>CAUTION:</b> Advises you that failure to take or avoid a specified action could result in loss of data.</p>
	<p><b>IMPORTANT:</b> Provides information essential to the completion of a task. You can disregard information in a note and still complete a task, but you should not disregard an important note.</p>
	<p><b>NOTE:</b> Emphasizes or supplements important parts of the main text. A note supplies information that may apply only in special cases.</p>
	<p><b>TIP:</b> Helps you apply the techniques and procedures described in the text to their specific needs. A tip suggests alternative methods that may not be obvious and helps you understand the benefits and capabilities of the product.</p>

## **2.0. TING Overview**

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### **2.1. Chapter Overview**

This chapter introduces the main purpose and functions of TING. It also discusses how TING is incorporated into the payroll process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Summarize the National Finance Center's (NFC) payroll processing functions
- Provide colleagues with an introduction to TING

## 2.2. Introduction to TINQ

### *Lesson Overview*

This lesson focuses on the main purpose of TINQ and how it is related to the overall payroll process. Additionally, it describes when it is appropriate to use TINQ and explains the different types of leave that can be updated with this system.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Describe the main purpose of TINQ
- Explain how TINQ is related to the overall payroll process
- Describe when TINQ is required to update leave
- Identify the different types of leave that can be updated in TINQ

The NFC Payroll/Personnel System (PPS) is a full-service integrated payroll/personnel system offering the full range of personnel and payroll processing. PPS enables the processing of:

- Standard Form SF-52 (Request for Personnel Action),
- Awards
- Allotments
- Performance appraisals
- Health and life insurance
- Thrift Savings Plan (TSP)
- Tax documents
- Severance pay
- Leave records
- Payroll-related financial reporting operations.

PPS processes the above personnel and payroll information for the entire United States Department of Agriculture (USDA) and numerous other Federal and non-Federal Departments on a biweekly basis. PPS maintains NFC's customer's employee data beginning with the hiring of the employee through separation/retirement.

TINQ is the Time Inquiry Leave Update system. TINQ is an online real-time entry and inquiry system providing users at remote locations with the ability to:

- Correct and/or update leave data
- Transfer leave data from donors to approved leave recipients participating in the Leave Transfer Program

Time and leave data displayed in the Inquiry/Research Information System (IRIS) programs can be updated and/or corrected through TINQ. Changes made in TINQ are updated to the database in real time and are visible in IR136 immediately.

TINQ is menu-driven, with nine menu options that provide access to specific programs for querying and updating different types of leave data. TINQ should be used in the following business scenarios:

- To correct annual, sick, or compensatory (regular, religious, or travel) leave balances based on completed Leave Audits (Form AD-717)
- To correct a leave balance based on the receipt of a corrected SF-1150 (Record of Leave Data) from an employee's previous Agency
- To correct existing restored leave balances
- To update leave in leave buy-back cases, only after you are notified by NFC that the buy-back is completed
- To update leave transfer (donor and recipient) and leave bank participant records
- To adjust the time off hours
- To correct system counters (WGI/RET/SUSP, etc.)<sup>1</sup>
- To update biweekly leave for employees who are paid manually



**IMPORTANT:** Before modifying any field in TINQ, obtain a certified up-to-date Leave Audit (AD-717) from the employee's timekeeper.<sup>2</sup>

<sup>1</sup> Counters are used to track non-pay days in order for the system to determine leave deductions and when health benefits are terminated.

<sup>2</sup> Refer to Appendix C: AD – 717 Sample Leave Audit

In addition to correcting leave, TINQ is able to generate an Audit Trail of Leave Update, an on-line report of leave changes within the last two years. Additionally the Payroll/Personnel Report Generator system (CULPRPT) Report P0049 – Audit Trail of Leave Updates displays corrections that occurred from the previous two weeks.

You can also create reports regarding TINQ using NFC’s reporting systems, such as *Insight* or FOCUS, and can create reports based on some, or all of the available data in one or more database.

All reports are updated at the same time leave is updated, which is after Payroll Computation System (PAYE) runs.

	<p><b>CAUTION:</b> Make corrections only through the appropriate ending pay period after PAYE runs. If a correction is made before PAYE runs, the Time &amp; Attendance (T&amp;A) Report overwrites the correction made in TINQ.</p>
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Below is a description of the informational fields listed on each of the leave update screens.

Field	Description
<b>SSNO</b>	The nine-digit social security number of the employee whose record is being updated.
<b>AGENCY</b>	<p>An auto-populated field that identifies the administrative unit of government to which the employee is associated.</p> <p> <b>NOTE:</b> If the employee has a dual appointment and the Agency displayed is not applicable, enter the Agency Code of the record you want to view/modify and press Enter. The data changes to the selected Agency data.</p>
<b>SCREEN OPT</b>	An auto-populated two-position field used to navigate between menu options.
<b>LAST UPDATE BY</b>	An auto-populated field that records the USER-ID of the last person to access and update the record. This field cannot be modified by the user. This is a display only field..

Field	Description
<b>DONATED LV IND</b>	An auto-populated indicator that denotes if an employee is an approved leave recipient. This field cannot be modified by the user. This is a display only field .

## 2.3. Chapter Review

### *Knowledge Check*

1. TINQ is the Time Inquiry Leave Update system. It is used for:
  - A. Correcting and/or updating leave data.
  - B. Processing T&As.
  - C. Transferring leave data from donors to approved recipients.
  - D. A and C.

2. What are four business scenarios for using TINQ?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### *Chapter Summary*

Having completed this chapter, you are now able to:

- Summarize the NFC's payroll processing functions
- Provide colleagues with an introduction to TINQ

## 3.0. Navigating within TINQ

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### 3.1. Chapter Overview

This chapter explains the procedures for accessing TINQ and how to properly use the basic navigation features of this system.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Sign into TINQ
- Navigate the ***TINQ Main Menu*** and its options
- Print TINQ screens

### 3.2. Accessing TINQ

#### Lesson Overview

This lesson focuses on the procedures and steps required for accessing TINQ.

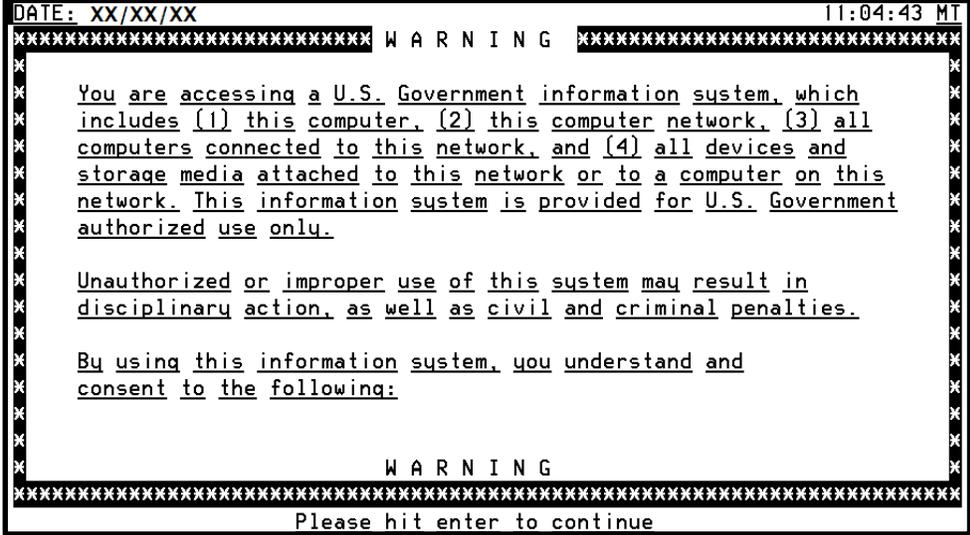
#### Lesson Objectives

By the end of this lesson, you will be able to:

- Access the TINQ system through the NFC Mainframe
- Enter the appropriate credentials for accessing TINQ

To access TINQ you must have sign on credentials and access to the NFC Mainframe. Contact your Agency Security Officer for more information on obtaining access.

The procedure below describes the steps required to access TINQ.

Step	Action
1.	Access the NFC mainframe. The <b><i>U.S. Government Computer Warning</i></b> screen displays.
2.	 <p style="text-align: center;"><i>Figure 1: U.S. Government Warning Screen</i></p> <p>Press <b>Enter</b>. The <b><i>NFC Banner</i></b> displays.</p>

Step	Action
3.	<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> ===== ==  XX/XX/XX          SNX32702          T30N6711          PF1=HELP  == ===== ==                NN   NN          FFFFFFFF          CCCCCCCC  == ==               NNN  NN          FFFFFFFF          CCCCCCCC  == ==              NNNN NN          FF              CCC      == ==             NN NN NN          FFFFFFFF          CCC      == ==            NN  NNNN          FFFFFFFF          CCC      == ==           NN   NN          FF              CCCCCCCC  == ==          NN   NN          FF              CCCCCCCC  == ===== ==          ===== <u>National Finance Center</u> ===== ==          ===== <u>Office of the Chief Financial Officer</u> ===== ==          ===== <u>United States Department of Agriculture</u> ===== ==          ===== ==          <u>For Authorized Use Only</u> == ENTER USER ID = █          PASSWORD =          NEW PASSWORD? <u>N</u> ==                                     (Y or N) ==          ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU == == == ===== </pre> </div> <p style="text-align: center;">Figure 2: NFC Banner Screen</p> <p>Enter your user ID in the <b>ENTER USER ID</b> field.</p>
4.	Enter your password in the <b>PASSWORD</b> field.
5.	Enter "TINQ" in the <b>ENTER APPLICATION NAME</b> field.
6.	Press <b>Enter</b> . The <b>TINQ Main Menu</b> displays.

```

TI000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER          DATE: XX/XX/XX
DB 63          NATIONAL FINANCE CENTER                          TIME: 11151755
               TIME INQUIRY - LEAVE UPDATE

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

                                     PLEASE ENTER SELECTION: █

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

```

Figure 3: TINQ Main Menu

If an attempt is made to access TINQ without proper authorization, the error message in Figure 4: TINQ Login Error Message displays.

```

IDMS DC258001 V63 ENTER USER ID
IDMS DC258002 V63 ENTER PASSWORD
IDMS DC021102 V63 SECURITY VIOLATION BY USER ***.
TSS7000I NFE215 Last-Used 22 Feb 13 08:02 System=SYSA Facility=IDMSPROD
TSS7001I Count=00006 Mode=Fail Locktime=None Name=
TSS7251E Access Denied to SYSTEM <SYST0063>
IDMS DC021102 V63 SECURITY VIOLATION BY USER ***.
      ACCESS TO RESOURCE NFE215 DENIED.
V63 ENTER NEXT TASK CODE:      CA IDMS release 17.0 tape GJH01B node SYST0063

```

Figure 4: TINQ Login Error Message Screen

### 3.3. General Navigation

#### Lesson Overview

This lesson focuses on the basic navigation features of TINQ and the steps required to move between the **TINQ Main Menu** and the TINQ Menu Options.

#### Lesson Objectives

By the end of this lesson, you will be able to:

- Demonstrate how to access the **TINQ Main Menu** options
- Demonstrate the ability to accurately use each of the TINQ navigation commands

The **TINQ Main Menu** displays nine menu options. Each of these menu options are used to access a specific TINQ program.

```

TI000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER      DATE: XX/XX/XX
DB 63          NATIONAL FINANCE CENTER                        TIME: 11151755
               TIME INQUIRY - LEAVE UPDATE

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

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

```

Figure 5: TINQ Main Menu

The procedure below describes the steps used to access the **TINQ Main Menu** options.

Step	Action
1.	<div data-bbox="570 365 1179 816" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE            02) AWOP LEAVE            03) SUSPENSION LEAVE            04) MILITARY LEAVE            05) COMP LEAVE &amp; COMP-OTH-RT            06) HOME SHORE LEAVE            07) ANNUAL LEAVE RESTORED            08) TIME OFF AWARDS            09) AUDIT TRAIL OF LEAVE UPDATES</p> <div data-bbox="667 741 1146 806" style="border: 1px solid red; padding: 2px; margin: 10px auto; width: fit-content;">             PLEASE ENTER SELECTION: --           </div> </div> <p style="text-align: center;"><i>Figure 6: PLEASE ENTER SELECTION Field</i></p> <p>Enter the option number for the program you are attempting to access in the <b>PLEASE ENTER SELECTION</b> field.</p>
2.	Press <b>Enter</b> . The screen for that option displays.

The table below outlines the TINQ Menu options listed on the **TINQ Main Menu**.

<b>Type Of Leave</b>	<b>Purpose</b>
<b>01) ANNUAL &amp; SICK LEAVE</b>	Used to modify, query, or add annual leave, sick leave, credit hours, and leave transfer records.
<b>02) AWOP LEAVE</b>	Used to modify, query, or add non-pay status records.
<b>03) SUSPENSION LEAVE</b>	Used to modify, query, or add suspension leave records.
<b>04) MILITARY LEAVE</b>	Used to modify, query, or add military leave records.
<b>05) COMP LEAVE &amp; COMP-OTH-RT</b>	Used to modify, query, or add regular, religious, and travel compensatory leave records.
<b>06) HOME SHORE LEAVE</b>	Used to modify, query, or add home and shore leave records.
<b>07) ANNUAL LEAVE RESTORED</b>	Used to modify, query, or add restored annual leave records.
<b>08) TIME OFF AWARDS</b>	Used to modify or query time off award records entered through your Agency's HR front-end entry system.
<b>09) AUDIT TRAIL OF LEAVE UPDATES</b>	Used to display changes made to an employee's leave record.

TINQ screens also employ a variety of *navigational* key functions. These key functions vary between TINQ screens; relevant key functions are always listed at the bottom of the active screen. Descriptions for TINQ key functions are provided below.

Key	Description
<b>F1</b>	Display the <b><i>TINQ Main Menu</i></b>
<b>F5</b>	Used to refresh screens to enter a new social security number
<b>F7</b>	Scroll backward to the previous record
<b>F8</b>	Scroll forward to the next record
<b>Clear</b>	Exit the system
<b>Enter</b>	Enter data into the system after you have keyed it in
<b>Tab</b>	Move the cursor from field to field

### Printing TINQ Screens

It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you can ensure that the corrections were made properly.



**NOTE:** Copies of the before and after screens should be provided to the employee's timekeeper.

The procedure below describes the steps used to access the **TINQ Main Menu** options.

TI001	ANNUAL & SICK LEAVE	DATE: 06/17/15
DB: 63		TIME: 10285622
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 7: TINQ Program Screen

Step	Action
1.	Click <b>File</b> . A drop-down list displays.
2.	Click <b>Print</b> .

*Exercise 3.1: Main Menu Options*

**Please answer the following questions using SSN 555-01-0XXX:**

1. Has the employee ever been suspended? \_\_\_\_\_
2. What is the employee's leave category? \_\_\_\_\_
3. How many part-time carryover-hours does this employee have? \_\_\_\_\_
4. Has this employee used any regular military leave hours? \_\_\_\_\_
5. Does this employee have carryover hours of military leave? \_\_\_\_\_
6. On What Screen Option is "Injury-Leave-OFEC" located? \_\_\_\_\_
7. On what Screen Option is "Froz-Sick-Bal" located? \_\_\_\_\_

### 3.4. Chapter Review

#### *Knowledge Check*

1. Match each step for navigating to the options on the **TINQ Main Menu** with the correct order that they occur:

- 1 Enter the TINQ program in the **PLEASE ENTER SELECTION** field
- 2 Input your password
- 3 Access the NFC Mainframe
- 4 Input your user ID
- 5 Press **Enter**

2. Fill in the blank for each of the following function keys:

- **F1** – Displays the \_\_\_\_\_
- **F5** – Used to refresh screens to enter a new \_\_\_\_\_
- **F7** – Scroll \_\_\_\_\_ to the previous record

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Sign into TINQ
- Navigate the **TINQ Main Menu** and its options
- Print TINQ screens

## **4.0. Updating Annual Leave, Sick Leave, and Credit Hours**

---

### **4.1. Chapter Overview**

This chapter focuses on updating annual leave, sick leave, and credit hours. It describes the key fields and steps required to complete each process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Describe when TINQ should be used to maintain annual leave, sick leave, and credit hours
- Modify annual leave, sick leave, and credit hour fields
- Describe the Leave Transfer Program
- Modify annual leave for the Leave Transfer Program

## 4.2. Introduction to Annual Leave, Sick Leave, and Credit Hours

### *Lesson Overview*

This lesson focuses on the appropriate use of the ANNUAL & SICK LEAVE program within TINQ.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of annual leave, sick leave, and credit hours

ANNUAL & SICK LEAVE is Option 01 on the **TINQ Main Menu**. This menu option is used to add, modify, or query records pertaining to:

- Annual leave,
- Sick leave, and/or
- Credit hours



**NOTE:** This screen should not be used to transfer an employee's leave record from one department to another. A SF-1150 (Record of Leave Data) must be processed in the employee's Agency's HR front-end entry system.

Annual leave may be used for:

- Vacations,
- Rest and relaxation,
- Personal business, or
- Emergencies.

Sick leave may be used for:

- Personal medical needs,
- Family care or bereavement,
- Care of a family member with a serious health condition, or
- Adoption-related purposes.

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 and may be used for the same reasons as annual leave and sick leave. An employee can earn a maximum of 24 credit hours.

### 4.3. Modifying Annual Leave

#### Lesson Overview

This lesson focuses on the procedures and information required to modify annual leave.

#### Lesson Objectives

By the end of this lesson, you will be able to:

- Identify the necessary fields for modifying annual leave
- Update the appropriate fields to modify annual leave

The figure below is the **ANNUAL & SICK LEAVE** screen and is used to modify annual leave.

TI001	ANNUAL & SICK LEAVE	DATE: XX/XX/XX	
DB: 63		TIME: 13103533	
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	+0000
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 8: Annual Leave Fields

The fields listed below are displayed in Figure 8: Annual Leave Fields and are used to modify Annual Leave:

Field	Description
<b>ANNUAL-LV-CARRYOVER-BALANCE</b>	<p>A six-position, numeric field that contains the ending balances from an individual's previous leave year.</p> <p> <b>NOTE:</b> This field serves as the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours.</p>
<b>ANNUAL-LV-ACCRUALS-YTD</b>	<p>A four-position, numeric field that displays the annual leave hours accrued during the current year, through the current processed pay period. This is a display only field.</p>
<b>ANNUAL-LV-USED-YTD</b>	<p>A six-position, numeric field that contains the number of hours of annual leave used during the current leave year.</p>
<b>ANNUAL-LV-CURRENT-BALANCE</b>	<p>Contains the current balance for annual leave, which is automatically calculated based on changes made to other fields. This is a display only field.</p>
<b>ANNUAL-LV-FORFEITED</b>	<p>A five-position, numeric field that contains the number of hours in excess of that which the employee is entitled to carry forward to the next leave year. This field automatically updates at the end of the leave year.</p>
<b>ANNUAL-LV-PT-CARRYOVER-HOURS</b>	<p>A four-position, numeric field that contains the number of unapplied hours worked for part-time employees leave accruals. These hours are used with hours worked the following pay period to calculate leave accrual for the part-time employee.</p> <p> <b>NOTE:</b> Unapplied hours are forfeited if the employee converts to full time and has insufficient service to earn the minimum of one hour.</p>

Field	Description
<b>ANNUAL-LV-ACCRUAL-REDUCTION</b>	<p>A three-position, numeric field that contains the number of hours of leave accruals lost due to non-pay hours for the current leave year.</p> <p>For each 80-hour increment of non-pay, one pay period of leave accrual is lost. This field is automatically updated if any non-pay hour fields are changed. This field is automatically reset to zero in the first pay period of the leave year.</p> <p> <b>IMPORTANT:</b> The <b>ANNUAL-LV-ACCRUALS-YTD</b> field should not be changed manually.</p>
<b>ANNUAL-LV-ACCRUED-SES</b>	<p>A three-position, numeric field that contains the number of annual leave hours accrued during the current year by an employee in the Senior Executive Service (SES).</p>
<b>ANNUAL-LV-ERROR</b>	<p>A system-generated code that denotes if an annual leave error has occurred during the current leave year.</p> <p>Leave errors are the result of discrepancies between an employee's T&amp;A and leave balance. Error messages include:</p> <ul style="list-style-type: none"> <li>• 0 = no error,</li> <li>• 1 = balance error,</li> </ul> <p>A balance error indicates that IR136 and the Agency's T&amp;A system are not in agreement.</p> <p>The corresponding codes remain on the TINQ database for the current pay period and one additional pay period after the correction is made. This is a display only field and cannot be modified.</p>
<b>ANNUAL-LV-CARRYOVER-PRIOR-YR</b>	<p>A six-position, numeric field that contains the number of annual leave hours carried over into the prior leave year.</p>
<b>ANNUAL-LV-CATEGORY</b>	<p>Contains the number of annual leave hours (0, 4, 6, or 8) the employee is entitled to earn per pay period. This is display only field and cannot be modified.</p>

Field	Description
<b>ADMINISTRATIVE-LV-USED-YTD</b>	<p>A five-position, numeric field that contains a summary of the year-to-date accumulation of administrative leave types.</p> <p> <b>NOTE:</b> Administrative leave is any authorized absence from duty without loss of pay or charge to annual, sick, and compensatory leave or credit hours.</p>
<b>USA-FROZ-ANN-LEAVE-BAL</b>	<p>A six-position, numeric field that displays the number of annual leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.</p>
<b>USA-DATE-LEAVE-FROZEN</b>	<p>A field that lists the date when annual and sick leave hours were frozen due to an Assistant U.S. Attorney being converted to a Presidentially-appointed U.S. Attorney. This is a display only field and cannot be modified.</p>

The procedure below describes the steps used to modify annual leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).  <b>IMPORTANT:</b> Form AD-717 is prepared by the employee's timekeeper.
2.	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>01) ANNUAL &amp; SICK LEAVE              02) AWOP LEAVE              03) SUSPENSION LEAVE              04) MILITARY LEAVE              05) COMP LEAVE &amp; COMP-OTH-RT              06) HOME SHORE LEAVE              07) ANNUAL LEAVE RESTORED              08) TIME OFF AWARDS              09) AUDIT TRAIL OF LEAVE UPDATES</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">PLEASE ENTER SELECTION: --</p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 9: PLEASE ENTER SELECTION Field</i></p> <p>Enter "01" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>ANNUAL &amp; SICK LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record appears.
	<b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.
6.	Click <b>File</b> .
7.	Click <b>Print</b> .

Step	Action
8.	Tab to the appropriate field for modification.
9.	Tab past the + sign and enter appropriate information.
	<b>IMPORTANT:</b> The hour field in each TINQ program should be completed in whole and fractional (.00, .25, .50, or .75) number format.
10.	Press <b>Enter</b> . The record is updated and the message <i>ANN-SICK-LV RECORD UPDATED</i> displays.
	<b>NOTE:</b> The <b><i>ANNUAL-LV-CARRYOVER BALANCE</i></b> , <b><i>ANNUAL-LV-ACCURALS-YTD</i></b> , and the <b><i>ANNUAL LV-CURRENT-BALANCE</i></b> on the Option 01 screen and IR136 updates.
11.	Print the modified screen.

### Exercise 4.1: Annual Leave Adjustments

#### Scenario

An employee's Service Computation Date (SCD) has been incorrect since the date he began duty. This error caused the employee's annual leave to be calculated based on the four hour category instead of the six hour category. The personnel office has updated the SCD and leave category using a personnel action. A leave audit reflects the balances for the carryover as 73.25 hours and the current year accruals as whatever is applicable for current pay periods involved.

#### Instructions

Follow the steps in the table below to adjust the employee's annual leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	01
3.		
4.	Press <b>Enter</b> .	
5.	On the <b>ANNUAL &amp; SICK LEAVE</b> screen, enter the social security number in the <b>SSNO</b> field.	555010XXX
6.	Press <b>Enter</b> .	
7.	Tab to the <b>ANNUAL-LV-CARRYOVER-BALANCE</b> field.	
8.	Tab past the + sign and enter the appropriate information.	073.25
9.	Press <b>Enter</b> .	
10.	Tab to the <b>ANNUAL-LV-ACCURALS-YTD</b> field.	

Step	Action	Required Data
11.	Tab past the + sign and enter the appropriate information.	XX
12.	Press <b>Enter</b> .	

#### 4.4. Modifying Sick Leave

##### Lesson Overview

This lesson focuses on the procedures and information required to modify sick leave.

##### Lesson Objectives

By the end of this lesson, you will be able to:

- Identify the necessary fields for modifying sick leave
- Update the appropriate fields to modify sick leave

The figure below is the **ANNUAL & SICK LEAVE** screen and is used to modify sick leave.

TI001	ANNUAL & SICK LEAVE	DATE: <u>XX/XX/XX</u>
DB: 63		TIME: <u>13103533</u>
SSNO: <u>    </u>		
AGENCY: <u>    </u>	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 10: Sick Leave Fields

The fields listed below are displayed in Figure 10: Sick Leave Fields and are used to modify sick leave:

Field	Description
<b>SICK-LV-CARRYOVER-BALANCE</b>	A six-position numeric field that displays the ending balance of sick leave from the previous leave year.
<b>SICK-LV-ACCRUALS-YTD</b>	A three-position numeric field that displays the number of sick leave accrual hours for the current year through the current processed pay period.
<b>SICK-LV-USED-YTD</b>	A six-position numeric field that displays the total sick leave hours used during the current leave year.
<b>SICK-LV-CURRENT-BALANCE</b>	A field that displays the calculated current balance for sick leave, based on changes made to other fields. This is a display only field and cannot be modified.
<b>SICK-LV-ACCRUAL-REDUCTION</b>	<p>A three-position numeric field that displays the number of sick leave hours lost due to non-pay hours for the current leave year.</p> <p> <b>NOTE:</b> For each 80 hour increment of non-pay, one pay period of leave accrual is lost.</p>
<b>SICK-LV-PT-CARRYOVER-HOURS</b>	<p>A four-position numeric field that displays the number of unapplied hours worked for part-time leave accruals. These hours are added to the hours worked in the following pay period to calculate leave accruals for the part-time employee.</p> <p> <b>NOTE:</b> Unapplied hours are forfeited if the employee converts to full time and has insufficient services credit to earn the minimum of one hour.</p>

<b>Field</b>	<b>Description</b>
<b>SICK-LV-ERROR</b>	<p>A system-generated code that denotes if a sick leave error has occurred during the current leave year.</p> <p>Leave errors are the result of discrepancies between an employee's T&amp;A and leave balance. Error messages include:</p> <ul style="list-style-type: none"> <li>• 0 = no error,</li> <li>• 1 = balance error,</li> </ul> <p>A balance error indicates that IR136 and the Agency's T&amp;A system are not in agreement.</p> <p>The corresponding codes remain on the PPS database for the current pay period and one additional pay period after the correction is made. This is a display only field and cannot be modified.</p>
<b>FROZEN-SICK-BAL</b>	<p>A six-position numeric field that displays the number of sick leave hours an employee had at the time he/she transferred to the Federal Employees Retirement System (FERS).</p>
<b>LEAVE-EARNING-STATUS-PP</b>	<p>A system-generated field that 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. N (No) indicates that an employee is not entitled to earn leave. Y (Yes) indicates that an employee is entitled to earn leave. This is a display only field and cannot be modified.</p>
<b>USA-FROZ-LEAVE-RATE</b>	<p>A system-generated field that 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. This is a display only field and cannot be modified.</p>

The procedure below describes the steps used to modify sick leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div data-bbox="570 443 1179 894" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE  02) AWOP LEAVE  03) SUSPENSION LEAVE  04) MILITARY LEAVE  05) COMP LEAVE &amp; COMP-OTH-RT  06) HOME SHORE LEAVE  07) ANNUAL LEAVE RESTORED  08) TIME OFF AWARDS  09) AUDIT TRAIL OF LEAVE UPDATES</p> <p style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 10px;">PLEASE ENTER SELECTION: --</p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 11: PLEASE ENTER SELECTION Field</i></p> <p>Enter "01" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>ANNUAL &amp; SICK LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.
	<p><b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the appropriate field for modification.

Step	Action
9.	Tab past the + sign and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated, and the message <i>ANN-SICK-LV RECORD UPDATED</i> displays.
11.	Print the modified screen.

## Exercise 4.2: Modifying Sick Leave

### Scenario

This employee's leave audit revealed that 17.0 hours of annual leave were entered in pay period seven of the prior leave year. However, the employee actually used 17.0 hours of sick leave. Adjust the employee's annual leave carryover balance and sick leave carryover balance.

### Instructions

Follow the steps in the table below to adjust an employee's sick leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	01
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <i>ANNUAL &amp; SICK LEAVE</i> screen.	555040XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>ANNUAL-LV-CARRYOVER-BALANCE</b> field.	
7.	Tab past the + sign and enter the appropriate information.	0223.00
8.	Tab to the <b>SICK LV-CARRYOVER-BALANCE</b> field.	
9.	Tab past the + sign and enter the appropriate information.	077.75
10.	Press <b>Enter</b> .	

## 4.5. Modifying Credit Hours

### Lesson Overview

This lesson focuses on the procedures and information required for modifying credit hours.

### Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the difference between credit hours and annual or sick leave
- Identify the necessary field for modifying credit hours
- Update the appropriate field to modify credit hours

Credit hours can be used for the same reasons as annual leave and sick leave. They are earned in lieu of compensatory time for an employee that is on a flexible work schedule. As we discussed earlier not all employees are eligible for credit hours, however it's important to be able to process credit hours for future use.

The figure below is the **ANNUAL & SICK LEAVE** screen and is used to modify credit hours.

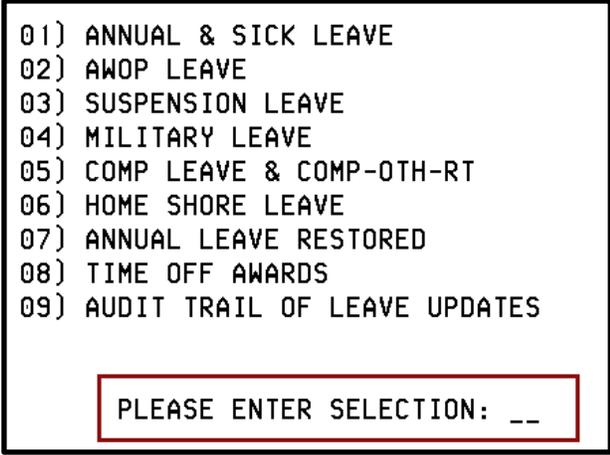
TI001	ANNUAL & SICK LEAVE	DATE: XX/XX/XX
DB: 63		TIME: 13103533
SSNO: █		
AGENCY: █		LAST UPDATE BY:
SCREEN OPT: 01		DONATED LV IND:
ANNUAL-LV-CARRYOVER-BALANCE	+0000.00	SICK-LV-CARRYOVER-BALANCE +0000.00
ANNUAL-LV-ACCRUALS-YTD	+0000	SICK-LV-ACCRUALS-YTD +000
ANNUAL-LV-USED-YTD	+0000.00	SICK-LV-USED-YTD +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 12: Credit Hour Field

The field listed below is displayed in Figure 12: Credit Hour Field and is used to modify credit hours:

Field	Description
<b>CREDIT-HRS-CURRENT-BAL</b>	A five-position, numeric field that indicates the balance of credit hours. 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.

The procedure below describes the steps used to modify credit hours.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	 <p style="text-align: center;"><i>Figure 13: PLEASE ENTER SELECTION Field</i></p> <p>Enter "01" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>ANNUAL &amp; SICK LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.

Step	Action
	<p><b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the <b>CREDIT-HRS-CURRENT-BAL</b> field.
9.	Tab past the + sign and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated and the message <i>ANN-SICK-LV RECORD UPDATED</i> displays.
11.	Print the modified screen.

### Exercise 4.3: Credit Hours Adjustment

#### Scenario

As a result of a leave audit of credit hours for an employee, a discrepancy was discovered. This employee earned 12 credit hours two prior pay periods of the current leave year, and the hours were not recorded. The current credit hour balance on the database is zero. Update the record to the correct balance.

#### Instructions

Follow the steps in the table below to adjust the employee's credit hours to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	01
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.	555070XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>CREDIT-HRS-CURRENT-BAL</b> field.	
7.	Tab past the + sign and enter in the appropriate information.	012.00
8.	Press <b>Enter</b> .	

### Exercise 4.4: Credit Hours Adjustment

#### Scenario

As a result of an audit for this employee, a discrepancy was discovered. This employee used six credit hours two prior pay periods of the current leave year that was never recoded.

#### Instructions

Follow the steps in the table below to adjust the employee's credit hours to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	01
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555190XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>CREDIT-HRS-CURRENT-BAL</b> field.	018.00
7.	Tab past the + sign and enter the appropriate information.	
8.	Press <b>Enter</b> .	

## 4.6. Transferring Donated Leave

### *Lesson Overview*

This lesson focuses on the Leave Transfer Program. Additionally, it discusses the procedures required for donating annual leave or restored annual leave to an employee that is participating in the Leave Transfer Program.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Explain the purpose of the Leave Transfer Program
- Identify who is eligible for the Leave Transfer Program
- Describe the documentation needed for both donors and recipients
- Transfer annual leave and re-crediting annual leave between employees
- Monitor the progress of the recipient's leave account

The Leave Transfer Program permits Federal employees to donate annual leave and restored annual leave to other Federal employees. This program provides income protection to employees in emergency situations by allowing the transfer of annual leave. Before entering donated leave, certified documentation from the employee's Human Resources Office must be provided. This documentation will indicate the beginning date and ending date of the employee's emergency.



**IMPORTANT:** An employee is only eligible to receive donated leave once their current annual leave balance is zero.

The employee's account should be coded as an approved leave recipient in the Payroll/Personnel database by using your Agency's HR front-end entry system. Once processed, the **DONATED LV IND** field displays Yes. Do not transfer any leave until this occurs.

The **ANNUAL & SICK LEAVE** screen is the only TINQ screen that displays the Donated Leave Indicator. This is used to identify an employee as an approved leave

recipient. The Donated Leave Indicator is displayed in Figure 14: DONATED LEAVE INDICATOR Field below.

TI001	ANNUAL & SICK LEAVE	DATE: XX/XX/XX
DB: 63		TIME: 13103533
SSNO: █		
AGENCY: █		LAST UPDATE BY: NFC001
SCREEN OPT: 01		DONATED LV IND: YES

*Figure 14: DONATED LEAVE INDICATOR Field*

	<p><b>IMPORTANT:</b> To receive donated leave, an employee must have an approved Form WH-380-E.</p> <p>To donate leave, an employee may either submit a request through webTA, or, for Agencies not using webTA, the employee would need to complete Form OPM-630 and Form AD-1043.</p>
---	---

The procedure below describes the steps used to modify donated annual leave.

Step	Action
1.	Review the certified documentation from the Human Resources Office as well as the up-to-date Certified Leave Audit (AD-717).
2.	<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>01) ANNUAL &amp; SICK LEAVE            02) AWOP LEAVE            03) SUSPENSION LEAVE            04) MILITARY LEAVE            05) COMP LEAVE &amp; COMP-OTH-RT            06) HOME SHORE LEAVE            07) ANNUAL LEAVE RESTORED            08) TIME OFF AWARDS            09) AUDIT TRAIL OF LEAVE UPDATES</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;">             PLEASE ENTER SELECTION: --           </div> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 15: PLEASE ENTER SELECTION Field</i></p> <p>Enter “01” in the <b>PLEASE ENTER SELECTION</b> field.</p>

Step	Action
3.	Press <b>Enter</b> . The <b>ANNUAL &amp; SICK LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.
	<b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 for more information on printing procedures.
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the <b>ANNUAL-LV-ACCRUALS-YTD</b> field.
	<b>NOTE:</b> When removing or returning donated leave from/to a donor, the hours must be processed from their <b>ANNUAL-LV-USED-YTD</b> field.
9.	Tab past the + sign and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated and the message <b>ANN-SICK-LV RECORD UPDATED</b> displays.
11.	Print the modified screen.

*Exercise 4.5: Annual Leave Adjustment for Donated Leave*

**Scenario**

An employee had an emergency and requested to be placed in the Leave Transfer Program. The employee's request was approved and in response to the request for donated annual leave, she received 148 hours of annual leave from employee Art Training. The employee had already accrued eight hours year-to-date. Update the recipient's leave account.

**Instructions**

Follow the steps in the table below to adjust the employee's annual leave balance.

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
1.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	01
2.	Press <b>Enter</b> .	
3.	Enter the employee's social security number in the <b>SSNO</b> field on the <i>ANNUAL &amp; SICK LEAVE</i> screen.	555050XXX
4.	Press <b>Enter</b> .	
5.	Tab to the <b>ANNUAL-LV-ACCURALS-YTD</b> field.	
6.	Tab past the + sign and enter the appropriate information.	0156.00
7.	Press <b>Enter</b> .	

*Exercise 4.6: Annual Leave Adjustment for the Return of Donated Leave*

**Scenario**

The leave recipient used 124 hours of the 148 hours of annual leave that was donated from another employee. Hours used and hours in excess should be deducted from the recipients **ANNUAL-LV-USED-YTD** field. The recipients current leave accruals are 156 hours. Update the recipients leave account accordingly.

**Instructions**

Follow the steps in the table below to adjust the employee's annual leave.

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
1.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	01
2.	Press <b>Enter</b> .	
3.	Enter the employee's social security number in the <b>SSNO</b> field on the <i>ANNUAL &amp; SICK LEAVE</i> screen.	555050XXX
4.	Press <b>Enter</b> .	
5.	Tab to the <b>ANNUAL-LV-USED-YTD</b> field.	
6.	Tab past the + sign and enter the appropriate information.	0152.50
7.	Press <b>Enter</b> .	

### Exercise 4.7: Re-crediting of Annual Leave

#### Scenario

An employee donated 148 hours of annual leave to another employee during the current leave year and only 124 of the 148 hours were used by the recipient. First, input the 148 hours of leave donated in the **ANNUAL-LV-USED-YTD** field. Then, return 24 hours of unused annual leave by reducing the **ANNUAL-LV-USED-YTD** field. The donor's current amount used annual leave is zero hours.

#### Instructions

Follow the steps in the table below to adjust the donor's annual leave.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	01
3.	Press <b>Enter</b> .	
4.	Enter the donor's social security number in the <b>SSNO</b> field on the <b>ANNUAL &amp; SICK LEAVE</b> screen.	555040XXX
5.	Press <b>Enter</b> .	
6.	Donate hours.	
7.	Tab to the <b>ANNUAL-LV-USED-YTD</b> field.	
8.	Tab past the + sign and enter the appropriate information.	0148.00
9.	Press <b>Enter</b> .	
10.	Re-credit unused donated annual leave.	
11.	Tab to the <b>ANNUAL-LV-USED-YTD</b> field.	
12.	Tab past the + sign and enter the appropriate information.	0124.00
13.	Press <b>Enter</b> .	

## 4.7. Chapter Review

### *Knowledge Check*

1. Match the appropriate leave type with the correct definition:

- |                        |  |
|------------------------|--|
| <b>1. Annual Leave</b> | A. Are a result of a flexible schedule which allows an alternate work schedule employee to work additional hours above the normal tour of duty.        |
| <b>2. Sick Leave</b>   | B. Used for vacations, rest and relaxation, personal business, or emergencies.   |
| <b>3. Credit Hours</b> | C. Used for personal medical needs, family care or bereavement, care of a family member with a serious health condition, or adoption-related purposes. |

2. **True or False:** The Donate Leave Indicator must indicate “Yes” on a leave donor’s TINQ record to donate leave.

\_\_\_\_\_

### *Chapter Summary*

Having completed this chapter, you are now able to:

- Describe when TINQ should be used to maintain annual leave, sick leave, and credit hours
- Modify annual leave, sick leave, and credit hour fields
- Describe the Leave Transfer Program
- Modify annual leave for the Leave Transfer Program

## **5.0. Updating Annual Leave Restored**

---

### **5.1. Chapter Overview**

This chapter focuses on the procedures and information required for updating annual leave restored. It also covers the key fields required to complete this process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to annual leave restored
- Modify annual leave restored

## 5.2. Modifying Annual Leave Restored

### *Lesson Overview*

This lesson focuses on when it is appropriate to update annual leave restored. Additionally, it explains the purpose of each field on the **ANNUAL LEAVE RESTORED** screen. Users are also introduced to the procedures and information required for modifying restored annual leave.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of the annual leave restored program
- Identify the necessary fields for modifying annual leave restored
- Update the appropriate fields to modify annual leave restored

ANNUAL LEAVE RESTORED is Option 07 on the **TINQ Main Menu**. This program is used to query, modify, or add records to annual leave that was forfeited by an employee because of public emergency, sickness, or administrative error. This program is also updated when data is entered in your Agency's HR front-end entry system on an annual leave restored document.

TINQ does not allow for the processing of restored leave for the current year. You can only add, change, or delete restored annual leave hours for prior years. Employees have the current year and two years after to use the restored leave.

The figure below is the **ANNUAL LEAVE RESTORED** screen and is used to modify annual leave restored.

```

TI007              ANNUAL LEAVE RESTORED              DATE: 08/11/15
DB 63              TIME: 14355831
SSNO:  _____
AGENCY: _____
SCREEN OPT: 07

                                LAST UPDATE BY:
                                EXCEED MAX IND:

REST-YEAR              00
REST-HRS               +000.00
                                *****
                                X LEAVE
                                X YR 15 : 3 YRS REMAINING TO USE REST-HRS X
REST-YEAR              00
REST-HRS               +000.00
                                X YR 14 : 2 YRS REMAINING TO USE REST-HRS X
                                X YR 13 : 1 YR REMAINING TO USE REST-HRS X
REST-YEAR              00
REST-HRS               +000.00
                                *****
REST-FORFEITED        +000.00

----- RESPONSES -----
PF1 = MENU              ENTER = INQUIRE/UPDATE          CLEAR = EXIT
PF5 = REFRESH/ENTER NEW SSNO

```

Figure 16: ANNUAL LEAVE RESTORED Screen

The fields listed below are displayed in Figure 16: ANNUAL LEAVE RESTORED Screen and are used to modify annual restored leave.

Field	Descriptions
<b>EXCEED MAX IND</b>	A three-position alpha field indicating that the employee can restore more than the maximum amount of hours accrued for the year.
<b>REST-YEAR</b>	A two-position, numeric field identifying the year that the annual leave was restored. The year is used to calculate the period in which the restored leave should be scheduled and used or otherwise forfeited.  <b>NOTE:</b> Do not enter the same year in more than one <b>REST-YEAR</b> field.
<b>REST-HRS</b>	A five-position, numeric field that indicates the total number of annual leave restored hours.
<b>REST-FORFEITED</b>	A five-position, numeric field that indicates the number of annual restored hours which have been forfeited.

The procedure below describes the steps used to modify restored annual leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div data-bbox="571 499 1182 953" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE  02) AWOP LEAVE  03) SUSPENSION LEAVE  04) MILITARY LEAVE  05) COMP LEAVE &amp; COMP-OTH-RT  06) HOME SHORE LEAVE  07) ANNUAL LEAVE RESTORED  08) TIME OFF AWARDS  09) AUDIT TRAIL OF LEAVE UPDATES</p> <p style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 10px;">PLEASE ENTER SELECTION: --</p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 17: PLEASE ENTER SELECTION Field</i></p> <p>Enter “07” in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>ANNUAL LEAVE RESTORED</b> screen displays.
4.	Enter the employee’s social security number in the <b>SSNO</b> field on the <b>ANNUAL LEAVE RESTORED</b> screen.
5.	Press <b>Enter</b> . The employee’s record displays.
	<p><b>IMPORTANT:</b> It’s important that you print a record of the employee’s leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee’s leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
	<p><b>NOTE:</b> Hours should always be entered in the first record displayed. Do not enter the same year in more than one <b>REST-YEAR</b> field.</p>
6.	Click <b>File</b> .

Step	Action
7.	Click <b>Print</b> .
8.	Tab to the first available <b>REST-YEAR</b> field, and enter the appropriate year.
9.	Tab past the + sign in the corresponding <b>REST-HRS</b> field, and enter the appropriate information.
10.	<p>Press <b>Enter</b>. The record is updated and the message <i>ANN-LV-REST RECORD UPDATED</i> displays.</p> <p> <b>NOTE:</b> If you need to restore leave for multiple years, you can tab to the next available <b>REST YEAR</b> field.</p>
11.	Print the modified screen.

### Exercise 5.1: Annual Leave Restored Adjustment

#### Scenario

An employee's annual leave restored prior year balance is showing zero hours. A Leave Audit reveals that the employee should have had 10 hours of restored annual leave for the prior leave year.

#### Instructions

Follow the steps in the table below to adjust the employee's annual leave restored to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	07
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>ANNUAL LEAVE RESTORED</b> screen.	555010XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available <b>REST-YEAR</b> field.	
7.	Enter the appropriate year that's applicable.	XX
8.	Press <b>Enter</b> .	
9.	Tab past the + sign in the corresponding <b>REST-HRS</b> field.	
10.	Enter the appropriate hours.	010.00
11.	Press <b>Enter</b> .	

### Exercise 5.2: Annual Leave Restored Adjustment

#### Scenario

An employee's annual leave restored prior year balance is showing zero hours. A Leave Audit reveals that the employee should have had 15 hours of restored annual leave for two prior years.

#### Instructions

Follow the steps in the table below to adjust the employee's annual leave restored to reflect the leave audit results.

Step	Action	Required Data
1.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	07
2.	Press <b>Enter</b> .	
3.	Enter the employee's social security number in the <b>SSNO</b> field.	555020XXX
4.	Press <b>Enter</b> .	
5.	Tab to the first available <b>REST-YR</b> field	
6.	Enter the appropriate year that's applicable.	XX
7.	Press <b>Enter</b> .	
8.	Tab past the + sign in the corresponding <b>REST-HRS</b> field.	
9.	Enter the appropriate hours.	015
10.	Press <b>Enter</b> .	

### 5.3. Chapter Review

#### *Knowledge Check*

1. **True or False:** You can restore annual leave for the current leave year.

\_\_\_\_\_

2. Select the correct answer from the list below.

Employees have:

- A. The current year to use restored leave.
- B. Their entire career to use restored leave.
- C. The current year plus one more to use restored leave.
- D. The current year plus two more to use restored leave.

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to annual leave restored
- Modify annual leave restored

## **6.0. Updating Absence Without Pay Leave**

---

### **6.1. Chapter Overview**

This chapter focuses on the procedures and information required for updating absence without pay leave (AWOP). It also covers the key fields required to complete this process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to AWOP
- Update non-pay status records and injury leave

## 6.2. Modifying Absence Without Pay Leave

### *Lesson Overview*

This lesson focuses on when it is appropriate to update the **Absence Without Pay Leave (AWOP) LEAVE** screen. Additionally, it explains the purpose of each field on the **AWOP LEAVE** screen and how to modify those fields.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of the AWOP program
- Identify the necessary fields for modifying AWOP Leave
- Update the appropriate fields to modify AWOP Leave

AWOP LEAVE is Option 02 on the **TINQ Main Menu**. This program is used to query, modify, or add non-pay status records, including leave without pay (LWOP), absence without leave (AWOL), and injury leave.



**IMPORTANT:** Adjustments to hours in the **AWOP-TOWARD-LEAVE-CREDITS** field are used for accrual reductions.

Corrections of hours in the **LWOP-RETIREMENT-RIF** and **AWOL-RETIREMENT-RIF** fields are used to adjust service computation dates.

An employee's **AWOP-EXCESS-30-DAYS-CNTR** and **AWOP-CONSECUTIVE-DAY-CNTR** counters must be adjusted in TINQ when a Return to Duty (RTD) action is processed; the system does not automatically reset these AWOP counters.

The figure below is the **AWOP LEAVE** screen and is used to modify AWOP.

```

TI002                AWOP LEAVE                DATE: XX/XX/XX
DB: 63                TIME: 07252321
SSNO: 555010150     TRAINING NICHOLAS
AGENCY: 90                LAST UPDATE BY:
SCREEN OPT: 02

AWOP-EXCESS-30-DAYS-CNTR    +0000    LWOP-RETIREMENT-RIF        +0000.00
AWOP-CONSECUTIVE-DAY-CNTR   +00      LWOP-SINCE-LAST-WGI       +0000.00
AWOP-TOWARD-LEAVE-CREDITS   +000.00  LWOP-DURING-PROBATION     +0000.00
AWOP-FEHB-TERMINATION       000      LWOP-DURING-PROB-SUPV-MGR +0000.00
AWOP-FEHB-FLAG              0        AWOL-RETIREMENT-RIF       +0000.00
AWOP-BEGIN-DATE            00 00 00  AWOL-SINCE-LAST-WGI       +0000.00
PAY-STATUS-AFTER-AWOP       000      AWOL-DURING-PROBATION     +0000.00
CAL-YR-SPLIT-TYPE-LV        -        AWOL-DURING-PROB-SUPV-MGR +0000.00
INJURY-LEAVE-OFEC          +0000.00  SUSP-AWOL-LWOP-CAL-YR-SPLIT +000.00
AWOP-FEHB-TERMINATION-MIL   000      AWOP-FEHB-FLAG-MIL        0
AWOP-FEHB-BEGIN-DATE-MIL   00 00 00  AWOP-FEGLI-TERMINATION    000
AWOP-FEGLI-FLAG            0        PAY-STATUS-AFT-AWOP-FEGLI 000

Q AWOP RECORD, KEY DATA & ENTER TO ADD
----- RESPONSES -----
PF1 = MENU                CLEAR = EXIT
ENTER = INQUIRE/UPDATE

```

Figure 18: AWOP LEAVE Screen

The fields listed below are displayed in Figure 18: AWOP LEAVE Screen and are used to modify AWOP:

Field	Description
<b>AWOP-EXCESS-30-DAYS-CNTR</b>	A four-position, numeric field that indicates the number of all non-pay days, after the initial 30 days of non-pay, occurring since the employee's career-conditional appointment.
<b>AWOP-CONSECUTIVE-DAY-CNTR</b>	A five-position, numeric field that indicates the number of consecutive calendar days of non-pay since the employee's career-conditional appointment.

Field	Description
<b>AWOP-TOWARD-LEAVE-CREDITS</b>	A five-position, numeric field that indicates the total number of non-pay hours that occur 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>AWOP-FEHB-TERMINATION</b>	A three-position, numeric field that indicates the number of days used to track non-pay days for the termination of employee's Federal Employee's Health Benefits (FEHB). When the counter reaches 365 days, the employee's health benefit coverage is terminated. Generally, non-pay days should be consecutive, except when the employee returns to duty and goes on non-pay within four months. In this case, the number of days in the current non-pay period is combined with the non-pay from the prior period. The number of days will reset after health benefits are terminated or <b>FIELD PAY-STATUS-AFTER-AWOP</b> reaches 120 days.
<b>AWOP-BEGIN-DATE</b>	A six-position, numeric field that indicates the date the period of non-pay begins.
<b>PAY-STATUS-AFTER-AWOP</b>	A three-position, numeric field that indicates the number of days in pay status following a period of non-pay. It is updated by 14 days each pay period when <b>AWOP-FEHB-FLAG</b> = 2. The field is automatically reset when FEHB is canceled or the counter reaches 120 days.

Field	Description
<b>CAL-YR-SPLIT-TYPE-LV</b>	<p>A one-position, alpha field that 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. Valid codes are:</p> <ul style="list-style-type: none"> <li>• A = Absence Without Leave,</li> <li>• L = Leave Without Pay, and</li> <li>• S = Suspension.</li> </ul>
<b>INJURY-LEAVE-OFEC</b>	<p>A six-position, numeric field that indicates the number of hours of injury leave an employee has used in the current leave year.</p>
<b>LWOP-RETIREMENT-RIF</b>	<p>A six-position, numeric field that indicates the 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. It will reset to zero at the end of the calendar year.</p>
<b>LWOP-SINCE-LAST-WGI</b>	<p>A six-position, numeric field that indicates the summary of hours of approved leave without pay occurring since the employee's last Within-Grade Increase (WGI). These hours are used to extend the employee's waiting period for the next WGI. The field is reset to zero when the WGI is granted.</p>
<b>LWOP-DURING-PROBATION</b>	<p>A six-position, numeric field that indicates the summary of hours of approved leave without pay during the employee's probationary period. These hours are used to extend the employee's probationary period. This field is automatically reset to zero at the end of the probationary period.</p>

Field	Description
<b>AWOL-DURING-PROB-SUPV</b>	A six-position, numeric field that indicates the summary of hours of unapproved absence without pay occurring during the supervisory probationary period. These hours will be used to extend the probationary period. This field will be reset to zero at the end of the probationary period.
<b>SUSP-AWOL-LWOP-CAL-YR-SPLIT</b>	A five-position, numeric field that indicates the number of hours of AWOL 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 is zeroed out by the system and stored on IR140 in the field <b>AWOP-PREV-CAL-YR-SPLIT</b> . These hours will be used in certain computations at the end of the new calendar year.

The procedure below describes the steps used to modify AWOP.

Step	Action
1.	Review the up-to-date Certified Leave Audit (A-717).
2.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <pre> 01) ANNUAL &amp; SICK LEAVE 02) AWOP LEAVE 03) SUSPENSION LEAVE 04) MILITARY LEAVE 05) COMP LEAVE &amp; COMP-OTH-RT 06) HOME SHORE LEAVE 07) ANNUAL LEAVE RESTORED 08) TIME OFF AWARDS 09) AUDIT TRAIL OF LEAVE UPDATES  PLEASE ENTER SELECTION:  --           </pre> </div> <p style="text-align: center;"><i>Figure 19: PLEASE ENTER SELECTION Field</i></p> <p>Enter "02" in the <b>PLEASE ENTER SELECTION</b> field.</p>

Step	Action
3.	Press <b>Enter</b> . The <b>AWOP LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>AWOP LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.  <b>NOTE:</b> If the employee does not have a record, the message <i>NO AWOP RECORD, KEY DATA &amp; ENTER TO ADD</i> displays.
	<b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the appropriate field for modification.
9.	Tab past the + sign and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated and the message <i>AWOP RECORD ADDED</i> displays.
11.	Click <b>File</b> .
12.	Click <b>Print</b> .

### Exercise 6.1: Leave Without Pay Adjustment

#### Scenario

An employee transferred from USDA to the Department of Treasury. The Record of Leave Data reflected zero hours of LWOP toward the WGI waiting period only. A corrected SF-1150 was received from the prior Agency with eight hours of LWOP toward the WGI waiting period. A leave audit is not necessary for this correction if the **LWOP-SINCE-LAST-WGI** balance on Option 02 reflects zero hours.

#### Instructions

Follow the steps in the table below to adjust the employee's LWOP.

Step	Action	Required Data
1.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	02
2.	Press <b>Enter</b> .	
3.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>AWOP LEAVE</b> screen.	555010XXX
4.	Press <b>Enter</b> .	
5.	Tab to the <b>LWOP-SINCE-LAST-WGI</b> field.	
6.	Tab past the + sign, and enter the appropriate information.	08.00
7.	Press <b>Enter</b> .	

### 6.3. Chapter Review

#### *Knowledge Check*

1. **Fill in the blanks:** The three types of leave that can be processed in the AWOP Leave Program are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
  
2. **True or False:** An employee's **AWOP-EXCESS-30-DAYS-CNTR** and **AWOP-COSECUTIVE-DAY-CNTR** are automatically reset when a Return to Duty action is processed.

\_\_\_\_\_

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to absence without pay leave
- Update non-pay status records and injury leave

## **7.0. Updating Suspension Leave**

---

### **7.1. Chapter Overview**

This chapter focuses on the procedures and information required for updating suspension leave. It also covers the key fields required to complete the necessary process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to suspension leave
- Update the appropriate fields to modify suspension leave

## 7.2. Modifying Suspension Leave

### *Lesson Overview*

This lesson focuses on when it is appropriate to update the **SUSPENSION LEAVE** screen. Additionally, it also explains the purpose of each field on the **SUSPENSION LEAVE** screen and the procedures and information required to modify these fields.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of suspension leave
- Identify the necessary fields to modify suspension leave
- Update the appropriate fields to modify suspension leave

SUSPENSION LEAVE is Option 03 on the **TINQ Main Menu**. The **SUSPENSION LEAVE** screen contains data pertaining to suspension leave. If an employee does not have a suspension record, the message **NO SUSP-LV RECORD, KEY DATA & ENTER TO ADD** displays.

Suspension leave must be added to an employee's record if he or she is placed in a non-pay status as a result of a disciplinary action.

The figure below is the **SUSPENSION LEAVE** screen and is used to modify suspension leave.

TI003	SUSPENSION LEAVE	DATE: XX/XX/XX
DB: 63		TIME: 07280962
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 20: *SUSPENSION LEAVE* Screen

The fields listed below are displayed in Figure 20: **SUSPENSION LEAVE** Screen and are used to modify suspension leave:

Field	Description
<b>RETIREMENT-RIF</b>	A six-position, numeric field that indicates the number of hours of suspension resulting from a 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>	A six-position, numeric field that indicates the number of hours of suspension resulting from a 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 WGI.

Field	Description
<b>DURING-PROBATION</b>	A six-position, numeric field that indicates the hours of suspension resulting from a 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>	A six-position, numeric field that indicates the number of hours of suspension resulting from a disciplinary action occurring during the employee’s supervisory/managerial probationary period. These hours are used to adjust the employee’s supervisory/managerial probationary period.

The procedure below describes the steps used to modify suspension leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE            02) AWOP LEAVE            03) SUSPENSION LEAVE            04) MILITARY LEAVE            05) COMP LEAVE &amp; COMP-OTH-RT            06) HOME SHORE LEAVE            07) ANNUAL LEAVE RESTORED            08) TIME OFF AWARDS            09) AUDIT TRAIL OF LEAVE UPDATES</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">PLEASE ENTER SELECTION: --</p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 21: PLEASE ENTER SELECTION Field</i></p> <p>Enter “03” in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>SUSPENSION LEAVE</b> screen displays.
4.	Enter the employee’s social security number in the <b>SSNO</b> field on the <b>SUSPENSION LEAVE</b> screen.

Step	Action
5.	Press <b>Enter</b> . The employee's record displays.
	<p><b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the appropriate field for modification.
9.	Tab past the + sign, and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated, and the message <i>SUSP-LV RECORD ADDED</i> displays.
11.	Print the modified screen.

### Exercise 7.1: Suspension Leave Adjustment

#### Scenario

An employee was placed on suspension for 24 hours in August of the current leave year. This information was never entered in the employee's record, and his HR Office is making all the necessary corrections now. The balance of non-pay hours, including suspension, is showing zero. This employee is in Step 2 of his Federal grade, and his last WGI date was July of the current leave year. A current leave audit reflects that the **SINCE-LAST-WGI** field should have a balance of 24 hours.

#### Instructions

Follow the steps in the table below to adjust the employee's suspension leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	03
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>SUSPENSION LEAVE</b> screen.	555010XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>SINCE-LAST-WGI</b> field.	
7.	Tab past the + sign, and enter the appropriate information.	024.00
8.	Press <b>Enter</b> .	

## Exercise 7.2: Suspension Leave Adjustment

### Scenario

A leave audit indicates that an employee was placed on suspension for 40 hours **SINCE-LAST-WGI**. This employee is in Federal Grade/Step-2 **SINCE-LAST-WGI**. The HR Office is making all the necessary corrections.

### Instructions

Follow the steps in the table below to adjust the employee's suspension leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	03
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field.	555050XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>SINCE-LAST-WGI</b> field.	
7.	Tab past the + sign and enter the appropriate information	040.00
8.	Press <b>Enter</b> .	

### 7.3. Chapter Review

#### *Knowledge Check*

1. **Fill in the blanks:** An employee is placed on suspension leave as a result of a \_\_\_\_\_.
  
2. Which suspension leave field is used to determine how long to extend an employee's waiting period for the next WGI?
  - A. ***DURING-PROBATION-WGI***
  - B. ***DURING-PROB-SUPV-MGR***
  - C. ***SINCE-LAST-WGI***
  - D. ***RETIREMENT-RIF***

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to suspension leave
- Update the appropriate fields to modify suspension leave

## 8.0. Updating Compensatory, Religious, and Travel Leave

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### 8.1. Chapter Overview

This chapter focuses on the procedures and information required for updating compensatory leave, religious compensatory leave, and travel compensatory leave. It also covers the key fields required to complete the necessary process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to compensatory leave, religious compensatory leave, and travel compensatory leave
- Identify each field on the **COMPENSATORY LEAVE** screen
- Update the appropriate fields to modify compensatory leave, religious leave, and travel compensatory leave

## 8.2. Modifying Compensatory Leave

### *Lesson Overview*

This lesson focuses on explaining the purpose of each field on the Compensatory Leave and Compensatory-Other-Religious Leave (**COMP LEAVE & COMP-OTH-RT**) screen. Additionally, it explains when it is appropriate to update this screen and the procedures and information required to modify compensatory leave.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of compensatory leave, religious compensatory leave, and travel compensatory leave
- Identify the necessary fields for modifying compensatory leave, religious compensatory leave, and travel compensatory leave
- Update the appropriate fields to modify regular compensatory leave

COMP LEAVE & COMP-OTH-RT is Option 05 on the **TINQ Main Menu**. This program is used to query compensatory leave data and manually enter/update compensatory leave rates and hours, including compensatory time for religious observance and compensatory travel hours.

The first pay period in which a T&A report reflects compensatory time earned, a master leave record is established in TINQ. The compensatory record is automatically updated whenever a T&A reflecting compensatory time earned or used is applied.

TINQ is used to enter 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. Adjustments to compensatory leave rates and hours (rate record) are entered in the **RATE RECORD** fields.

The figure below is the **COMP LEAVE & COMP-OTH-RT** screen and is used to modify the different types of compensatory leave.

```

TI005 DB 63          COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN: 555010150      ZERO RATE = TRAVEL COMP          TIME: 09113750
AGENCY: 90          * FOR NON-TITLE-5 AGENCY USE ONLY  PAGE: 0001
SCREEN OPT: 05      TRAINING NICHOLAS                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   +0000.00  COMP-LV-CHANGED-DATE
                                                           RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
NO RATE RECORDS, KEY IN DATA, ENTER TO ADD
-----
RESPONSES
-----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD
  
```

Figure 22: COMP LEAVE & COMP-OTH RT Screen

The fields listed below are displayed in Figure 22: COMP LEAVE & COMP-OTH RT Screen and are used to modify compensatory leave:

Field	Description
<b>ERROR CODE</b>	<p>Indicates when the compensatory leave on a T&amp;A is different from the leave on the database.</p> <p>The error code is system-generated and is display only. Error messages include:</p> <ul style="list-style-type: none"> <li>• 0 = no error,</li> <li>• 1 = balance error,</li> </ul> <p>A balance error indicates that IR136 and the Agency's T&amp;A system are not in agreement.</p>

Field	Description
<b>FORFEITED</b>	The number of regular compensatory leave hours that have been forfeited, i.e., compensatory leave lost because of time limitation. This field is display only and cannot be modified.
<b>EARNED-YTD</b> Non-Title 5 Agencies only	The number of regular compensatory leave hours earned during the current year. This field is display only and cannot be modified.
<b>USED-YTD</b> Non-Title 5 Agencies only	The number of regular compensatory leave hours used during the current year. This field is display only and cannot be modified.
<b>REG-CUR-COMP-BAL</b>	<p>For Non-Title 5 Agencies – This field displays the balance of regular compensatory leave earned minus the used hours of the current year.</p> <p>For Title 5 Agencies – This field displays the balance of regular compensatory leave for the current year.</p> <p>This field is display only and cannot be modified.</p>
<b>TRAVEL-COMP-BAL</b>	The compensatory leave balance for the hours the employee earned while in travel status. This field is display only and cannot be modified.
<b>PRIOR-YR-BAL</b>	This field is no longer used and is always set to zero (previously used for grandfathered leave).
<b>PRIOR-YEAR-BAL2</b>	For Non-Title 5 Agencies – The expired compensatory leave balance and the expired grandfathered compensatory leave balance. This field is display only and cannot be modified.
<b>LEAVE-USED-RELIG-OBSER-YTD</b>	The number of compensatory leave hours used for religious observance in the current year. This field is display only and cannot be modified.
<b>COMP-LV-BAL-REL-OBSER</b>	The balance of compensatory leave hours earned for religious observance in the current year. This field is display only and cannot be modified.

Field	Description
<b>COMP-LV-CHANGED-DATE</b>	A system-generated date of when the compensatory leave record was last updated. This field is display only and cannot be modified.

Agencies should be aware that when modifying compensatory leave, they are governed by the Office of Personnel Management (OPM). Non-Title 5 Agencies follow guidelines established by their Agencies.

The procedure below describes the steps used to modify compensatory leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD 717).
2.	<div data-bbox="570 926 1179 1377" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <pre> 01) ANNUAL &amp; SICK LEAVE 02) AWOP LEAVE 03) SUSPENSION LEAVE 04) MILITARY LEAVE 05) COMP LEAVE &amp; COMP-OTH-RT 06) HOME SHORE LEAVE 07) ANNUAL LEAVE RESTORED 08) TIME OFF AWARDS 09) AUDIT TRAIL OF LEAVE UPDATES  PLEASE ENTER SELECTION: -- </pre> </div> <p style="text-align: center;"><i>Figure 23: PLEASE ENTER SELECTION</i></p> <p>Enter "05" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.

Step	Action
	<p><b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the first available rate record with all zeros.
9.	Enter the year in the <b>YR</b> field.
10.	Enter the pay period in the <b>PP</b> field.
11.	Enter the hourly rate in the <b>RATE</b> field.
12.	<p>Enter the appropriate hours in the <b>HOUR</b> field.</p> <p> <b>TIP:</b> If you are decreasing the amount of used leave for Title 5 Agencies, replace the "+" with a "-" in the <b>HOURS</b> field.</p> <p>To increase or decrease compensatory leave that has been used for Non-Title 5 Agencies, enter a "U" in the <b>IND</b> field.</p> <p>When increasing or decreasing compensatory leave for Non-Title 5 Agencies the <b>EARNED-YTD</b> and the <b>REG-CUR-COMP-BAL</b> fields are both updated.</p> <p>To increase or decrease the <b>FORFEITED</b> field, enter "F" in the <b>IND</b> field.</p>
13.	Press <b>Enter</b> . The record is updated and the message <i>COMP-OTH-RT RECORD ADDED</i> displays.
14.	Print the modified screen.

### Exercise 8.1: Regular Compensatory Leave Adjustment

#### Scenario

An employee earned five hours of regular compensatory leave in three prior pay periods of the current leave year, which was not submitted on his T&A. The rate at which the regular compensatory leave was earned was \$67.88.

#### Instructions

Follow the steps in the table below to adjust the employee's regular compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <i>COMP LEAVE &amp; COMP-OTH-RT</i> screen.	555060XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	067.88
10.	Enter the hours in the <b>HOURS</b> field.	05.00
11.	Press <b>Enter</b> .	

### Exercise 8.2: Regular Compensatory Leave Adjustment

#### Scenario

An employee earned 24 hours of regular compensatory leave two prior pay periods of the current leave year which was not submitted on the employee's T&A. The rate at which the regular compensatory leave was earned was \$48.84.

#### Instructions

Follow the steps in the table below to adjust the employee's regular compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555020XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	048.84
10.	Enter the hours in the <b>HOURS</b> field.	024.00
11.	Press <b>Enter</b> .	

### Exercise 8.3: Regular Compensatory Leave Adjustment

#### Scenario

A Leave Audit determined that an employee used 12 hours of regular compensatory leave in the prior pay period of the current leave year, which was not submitted on the employee's T&A. The rate of pay is \$48.84.

#### Instructions

Follow the steps in the table below to adjust the regular compensatory leave based to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555020XXX
5.	Press <b>Enter</b> .	
6.	Tab to the rate record that contains hours.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	048.84
10.	Reduce the hours starting with the earliest rate record within the current year until a cumulative total of 12 hours is reached.   <b>TIP:</b> Ensure that the <b>REG-CUR-COMP-BAL</b> field reflects the change in hours.	
11.	Press <b>Enter</b> .	

## Exercise 8.4: Regular Compensatory Leave Adjustment

### Scenario

An employee's T&A for prior pay period of the current leave year showed compensatory leave used as two hours that was in error. The employee had not used any compensatory time. The rate at which the regular compensatory leave was earned was \$37.94.

### Instructions

Follow the steps in the table below to adjust the employee's regular compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555100XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	037.94
10.	Enter the hours in the <b>HOURS</b> field.	02.00
11.	Press <b>Enter</b> .	

### Exercise 8.5: Regular Compensatory Leave Adjustment

#### Scenario

A leave audit on Francis Training's current year T&A revealed that one hour of compensatory time earned in the prior pay period and two hours earned two prior pay periods of the current leave year were never recorded. The rate record is 37.94.

#### Instructions

Follow the steps in the table below to adjust the employee's regular compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555160XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record.	
7.	Enter the year in <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	037.94
10.	Enter the hours in the <b>HOURS</b> field	1
11.	Press <b>Enter</b> .	
12.	Repeat steps 6 through 9.	
13.	Enter the hours in the <b>HOURS</b> field	2
14.	Press <b>Enter</b> .	

## Modifying Religious Compensatory Leave

### *Lesson Overview*

This lesson focuses on the procedures and information required to modify religious compensatory leave.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Identify the necessary fields to modify religious compensatory leave
- Update the appropriate fields to modify religious compensatory leave

An employee whose personal religious beliefs require that he or she abstain from work at certain times of the workday or workweek must be permitted to work alternative work hours so that the employee can meet the religious obligation. The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay). The figure below is the **COMP LEAVE & COMP-OTH-RT** screen and is used to modify the different types of compensatory leave.

The figure below is the **COMP LEAVE & COMP-OTH-RT** screen and is used to modify the different types of compensatory leave.

```

TI005 DB 63          COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN: 555010150      ZERO RATE = TRAVEL COMP          TIME: 09113750
AGENCY: 90          * FOR NON-TITLE-5 AGENCY USE ONLY  PAGE: 0001
SCREEN OPT: 05      TRAINING NICHOLAS                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   +0000.00  COMP-LV-CHANGED-DATE
                                                           RATE RECORDS
YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND   YR PP  RATE  HOURS IND
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
00 00 000.00 +000.00 -   00 00 000.00 +000.00 -   00 00 000.00 +000.00 -
NO RATE RECORDS, KEY IN DATA, ENTER TO ADD
-----
RESPONSES
-----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
  
```

Figure 24: COMP LEAVE & COMP-OTH RT Screen

The procedure below describes the steps used to increase religious compensatory leave taken (all Agencies).

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD 717).

Step	Action
2.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE            02) AWOP LEAVE            03) SUSPENSION LEAVE            04) MILITARY LEAVE            05) COMP LEAVE &amp; COMP-OTH-RT            06) HOME SHORE LEAVE            07) ANNUAL LEAVE RESTORED            08) TIME OFF AWARDS            09) AUDIT TRAIL OF LEAVE UPDATES</p> <p style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 10px;">PLEASE ENTER SELECTION: --</p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 25: PLEASE ENTER SELECTION Field</i></p> <p>Enter “05” in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen displays.
4.	Enter the employee’s social security number in the <b>SSNO</b> field on the <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen.
5.	Press <b>Enter</b> . The employee’s record displays.
	<p><b>IMPORTANT:</b> It’s important that you print a record of the employee’s leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee’s leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the first available rate record containing all zeros.
9.	Enter the year in the <b>YR</b> field.
10.	Enter the pay period in the <b>PP</b> field.

Step	Action
11.	Enter the hourly rate in the <b>RATE</b> field.
12.	Enter the appropriate hours in the <b>HOURS</b> Field.
13.	Enter “R” in the <b>IND</b> field.  <b>TIP:</b> “R” is used to indicate a change for religious compensatory leave. Input “R” for only the current year.
14.	Press <b>Enter</b> . The message <i>ENTER “E” FOR RELIGIOUS EARNED, “T” FOR RELIGIOUS USED</i> displays.  <b>TIP:</b> If you are modifying earned religious compensatory leave enter “E” in the <b>IND</b> field. Enter “T” in the <b>IND</b> field if you are modifying taken religious compensatory leave.  If you are decreasing the amount of religious compensatory leave, replace the “+” with a “-” in the <b>HOURS</b> field.
15.	Press <b>Enter</b> . The record is updated and the message <i>COMP-OTH-RT RECORD ADDED</i> displays.
16.	Print modified screen.

### Exercise 8.6: Adjusting Taken Religious Compensatory Leave

#### Scenario

After preparing a Leave Audit, it was determined that an employee had used a total of five hours of religious compensatory leave in the prior pay period of the current leave year, but eight hours were reported on the T&A. decrease the used hours by three. The rate record is \$49.33.

#### Instructions

Follow the steps in the table below to adjust the employee's religious compensatory leave taken to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>COMP LEAVE &amp; COMP-OTH-REL</b> screen.	555180XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	049.33
10.	Tab to the <b>+</b> sign and change to a <b>-</b> sign in the <b>HOURS</b> field.	-
11.	Enter the hours in the <b>HOURS</b> field.	03.00
12.	Tab past the <b>+</b> sign and enter "R" in the <b>IND</b> field.	R

Step	Action	Required Data
13.	Press <b>Enter</b> .	
14.	Enter "T" in the <i>IND</i> field.	T
15.	Press <b>Enter</b> .	

### Exercise 8.7: Adjusting Earned Religious Compensatory Leave

#### Scenario

In the prior pay period of the current leave year Nicholas Training earned eight hours of religious compensatory leave that was not entered on the employee's T&A. The religious compensatory leave will need to be increased at the rate of \$68.56.

#### Instructions

Follow the steps in the table below to adjust the employee's religious compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555190XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record containing all zeros.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	068.56
10.	Enter the hours in the <b>HOURS</b> field.	08.00
11.	Enter the appropriate letter in the <b>IND</b> field.	R
12.	Press <b>Enter</b> . The message <i>ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED</i>	

Step	Action	Required Data
	displays.	
13.	Enter the appropriate letter in the <b>IND</b> field.	E
14.	Press <b>Enter</b> .	

*Exercise 8.8: Adjusting Earned and Taken Religious Compensatory Leave*

**Scenario**

Two prior pay periods of the current leave year, Amy Training earned twenty hours of religious compensatory leave. She used 10 hours of religious compensatory leave one prior pay period. The religious compensatory earned and used hours were not recorded on the T&A for either pay period. The rate record is \$68.56

**Instructions**

Follow the steps in the table below to adjust the employee's religious compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555190XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record containing all zeros.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	068.56
10.	Enter the hours in the <b>HOURS</b> field.	020.00
11.	Enter the appropriate letter in the <b>IND</b> field.	R
12.	Press <b>Enter</b> . The message <i>ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED</i> displays.	

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
13.	Enter the appropriate letter in the <b>IND</b> field.	E
14.	Press Enter.	
15.	Tab to the first available rate record containing all zeros.	
16.	Enter the year in the <b>YR</b> field that's applicable.	XX
17.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
18.	Enter the hourly rate in the <b>RATE</b> field.	068.56
19.	Enter the hours in the <b>HOURS</b> field.	010.00
20.	Enter the appropriate letter in the <b>IND</b> field.	R
21.	Press <b>Enter</b> .	
22.	Enter the appropriate letter in the <b>IND</b> field.	T
23.	Press <b>Enter</b> .	

### Exercise 8.9: Adjusting Earned Religious Compensatory Leave

#### Scenario

In the prior pay period of the current leave year, Ralph Training's T&A was transmitted with eight hours of religious compensatory leave earned that should have been regular compensatory leave earned. Regular comp should reflect 8 hours earned at the rate of \$49.33. Religious comp leave earned will have to be reduced and regular comp increased.

#### Instructions

Follow the steps in the table below to adjust the employee's religious compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555180XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record containing all zeros.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	049.33
10.	Enter the hours in the <b>HOURS</b> field.	008.00
11.	Press <b>Enter</b> .	
12.	Tab to the first available rate record containing all	

Step	Action	Required Data
	zeros.	
13.	Enter the year in the <b>YR</b> field that's applicable	XX
14.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
15.	Enter the hourly rate in the <b>RATE</b> field.	049.33
16.	Tab to the + sign and change to – sign in the <b>HOURS</b> field..	-
17.	Enter the hours in the <b>HOURS</b> field.	008.00
18.	Enter the appropriate letter in the <b>IND</b> field.	R
19.	Press Enter.	
20.	Enter the appropriate letter in the <b>IND</b> field.	E
21.	Press <b>Enter</b> .	

### Exercise 8.10: Adjusting Earned Religious Compensatory Leave

#### Scenario

During the preparation of a leave audit, it was discovered that Dexter Training earned four hours of religious compensatory leave in the prior pay period of the current leave year at the rate of \$54.59 that was not reflected on his T&A.

#### Instructions

Follow the steps in the table below to adjust the employee's religious compensatory leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555210XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record containing all zeros.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Enter the hourly rate in the <b>RATE</b> field.	054.59
10.	Enter the hours in the <b>HOURS</b> field.	004.00
11.	Enter the appropriate letter in the <b>IND</b> field.	R
12.	Press <b>Enter</b> .	
13.	Enter the appropriate letter in the <b>IND</b> field.	E

Step	Action	Required Data
14.	Press <b>Enter</b> .	

## 8.4 Modifying Travel Compensatory Leave

### Lesson Overview

This lesson focuses on the procedures and information required to modify travel compensatory leave.

### Lesson Objectives:

By the end of this lesson, you will be able to:

- Identify the necessary fields to modify travel compensatory leave
- Update the appropriate fields to travel compensatory leave

Travel compensatory leave is updated when an employee earns leave, while they were on travel status. You can only have one compensatory travel rate record per pay period.

The figure below is the **COMP LEAVE & COMP-OTH-RT** screen and is used to modify the different types of compensatory leave.

```

TI005 DB 63          COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN: 555010150      ZERO RATE = TRAVEL COMP          TIME: 09113750
AGENCY: 90          * FOR NON-TITLE-5 AGENCY USE ONLY  PAGE: 0001
SCREEN OPT: 05      TRAINING NICHOLAS                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   +0000.00  COMP-LV-CHANGED-DATE
                                                           RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
NO RATE RECORDS. KEY IN DATA, ENTER TO ADD
----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSN  PF8 = FORWARD
  
```

Figure 26: COMP LEAVE & COMP-OTH RT Screen

The procedure below describes the steps used to increase travel compensatory leave earned (all Agencies).

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD 717)
2.	<div data-bbox="570 485 1180 936" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE            02) AWOP LEAVE            03) SUSPENSION LEAVE            04) MILITARY LEAVE            05) COMP LEAVE &amp; COMP-OTH-RT            06) HOME SHORE LEAVE            07) ANNUAL LEAVE RESTORED            08) TIME OFF AWARDS            09) AUDIT TRAIL OF LEAVE UPDATES</p> <div data-bbox="667 863 1149 926" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">             PLEASE ENTER SELECTION: --           </div> </div> <p style="text-align: center; margin: 10px auto;"><i>Figure 27: PLEASE ENTER SELECTION Field</i></p> <p>Enter "05" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen displays.

```

TI005 DB 63          COMP LEAVE & COMP-OTH-RT          DATE: XX/XX/XX
SSN: 555010150      ZERO RATE = TRAVEL COMP          TIME: 09113750
AGENCY: 90          * FOR NON-TITLE-5 AGENCY USE ONLY  PAGE: 0001
SCREEN OPT: 05      TRAINING NICHOLAS                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    +0000.00  COMP-LV-CHANGED-DATE
                                                           RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
00 00 000.00 +000.00 -  00 00 000.00 +000.00 -  00 00 000.00 +000.00 -
NO RATE RECORDS, KEY IN DATA, ENTER TO ADD
-----
RESPONSES
-----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 28: COMP LEAVE & COMP-OTH RT Screen

Step	Action
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>COMP LEAVE &amp; COMP-OTH-RT</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.
	<b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the first available rate record containing all zeros.

Step	Action
9.	Enter the year in the <b>YR</b> field.
10.	Enter the pay period in the <b>PP</b> field.
	<b>IMPORTANT:</b> When adjusting travel compensatory leave, leave the <b>RATE</b> field and the <b>IND</b> field blank.
12.	Enter the appropriate hours in the <b>HOURS</b> field.
13.	Press <b>Enter</b> . The record is updated and the message <i>COMP-OTH-RT RECORD ADDED</i> displays.
14.	Print the modified screen.

*Exercise 8.11: Increasing Travel Compensatory Leave Earned*

**Scenario**

Two prior pay periods of the current leave year, an employee earned eight hours of travel compensatory leave that was not entered in the system. The employee's current balance shows zero hours and should be increased by eight.

**Instructions**

Follow the steps in the table below to reflect an increase of travel compensatory leave earned based on the leave audit results.

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <i>COMP LEAVE &amp; COMP-OTH-REL</i> screen.	555210XXX
5.	Press <b>Enter</b> .	
6.	Identify the appropriate field for modification.	
7.	Tab to the first available rate record.	
8.	Enter the year in the <b>YR</b> field that's applicable.	XX
9.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
10.	Tab past the <b>RATE</b> field.	
11.	Enter the hours in the <b>HOURS</b> field.	008.00
12.	Press <b>Enter</b> .	

*Exercise 8.12: Increasing Travel Compensatory Leave Earned*

**Scenario**

Jerome Training earned ten hours of travel compensatory leave in prior pay period of the current leave year that was never credited to his record.

**Instructions**

Follow the steps in the table below to adjust the employee's travel compensatory leave to reflect the leave audit results.

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	05
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555210XXX
5.	Press <b>Enter</b> .	
6.	Tab to the first available rate record containing all zeros.	
7.	Enter the year in the <b>YR</b> field that's applicable.	XX
8.	Enter the pay period in the <b>PP</b> field that's applicable.	XX
9.	Tab past the <b>RATE</b> field	
10.	Enter the hours in the <b>HOURS</b> field.	010.00
11.	Press <b>Enter</b> .	

*Exercise 8.13: Decreasing Travel Compensatory Leave*

**Scenario**

After a leave audit was prepared, it was discovered that Jerome Training used three hours of travel compensatory leave two prior pay periods of the current leave year.

**Instructions**

Follow the steps in the table below to adjust the employee's travel compensatory leave to reflect the leave audit results.

<b>Step</b>	<b>Action</b>	<b>Required Data</b>
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the screen.	555210XXX
5.	Press <b>Enter</b> .	
6.	Tab to the rate record that contains travel compensatory time for two prior pay periods.	
7.	Enter the hours in the <b>HOURS</b> field.	05.00
8.	Press <b>Enter</b> .	

## 8.4. Chapter Review

### *Knowledge Check*

1. **True or False:** TINQ should only be used to modify compensatory leave for outside of the current and 25 previous pay periods.

\_\_\_\_\_

2. Match the appropriate indicator with the correct meaning:

- |          |   |
|----------|---|
| <b>U</b> | A. Modifies forfeited leave.                                    |
| <b>E</b> | B. Modifies taken religious compensatory leave.                 |
| <b>F</b> | C. Modifies religious compensatory leave.                       |
| <b>R</b> | D. Modifies regular compensatory leave for Non-Title 5 Agencies |
| <b>T</b> | E. Modifies earned religious compensatory leave.                |

### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to compensatory leave, religious compensatory leave, and travel compensatory leave
- Identify each field on the **COMPENSATORY LEAVE** screen
- Update the appropriate fields to modify compensatory leave, religious leave, and travel compensatory leave

## 9.0. Updating Military Leave

---

### 9.1. Chapter Overview

This chapter focuses on the procedures and information required for updating military leave. It also covers the key fields required to complete the necessary process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to military leave
- Identify the fields on the **MILITARY LEAVE** screen
- Update the appropriate fields to modify military leave

## 9.2. Modifying Military Leave

### *Lesson Overview*

This lesson focuses on when it is appropriate to update the **MILITARY LEAVE** screen. Additionally, it explains the purpose of each field on the **MILITARY LEAVE** screen and the procedures and information required to modify military leave.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of the military leave program
- Identify the necessary fields to modify military leave
- Update the appropriate fields to modify military leave

MILITARY LEAVE is Option 04 on the **TINQ MAIN MENU**. This program is used to modify military leave for eligible employees. If an employee does not have a military leave record, the message **NO MIL-LV-RECORD, KEY DATA & ENTER TO ADD** displays.

Military leave provides leave per fiscal year for employees in active duty, active duty training, or inactive duty training.

The figure below is the **MILITARY LEAVE** screen and is used to modify military leave.

```

TI004                                MILITARY LEAVE                                DATE: XX/XX/XX
DB: 63                                TIME: 07351243
SSNO: _____
AGENCY: _____                                LAST UPDATE BY:
SCREEN OPT: 04

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

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

```

Figure 29: MILITARY LEAVE Screen

The fields listed below are displayed in Figure 29: MILITARY LEAVE Screen and used to modify military leave:

Field	Description
<b>MILITARY-LV-HOURS-USED-YTD-REG</b>	A five-position, numeric field that indicates the number of hours of regular military leave used in the current fiscal year. The maximum number allowed in this field is 240 hours (including carryover) per year. A maximum of 288 hours is allowed for Location Code 4 (Washington, D.C. Metropolitan Area). This field resets to zero at the end of the fiscal year.
<b>MILITARY-LV-DAYS-USED-YTD-REG</b>	A two-position, numeric field that indicates the number of regular military leave days used during the current fiscal year. The maximum number of days allowed in this field is 30 days. A maximum of 36 days is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).

<b>Field</b>	<b>Description</b>
<b>MILITARY-LV-HRS-USED-YTD-EMERG</b>	A five-position, numeric field that indicates the number of hours of emergency military leave used during the current calendar year. The maximum number of hours allowed in this field is 176.
<b>MILITARY-LV-HRS-USED-PP-EMERG</b>	A four-position, numeric field that indicates the number of hours of emergency military leave used in the current pay period. The maximum number of hours allowed in this field is 80.
<b>MILITARY-LEAVE-CARRYOVER</b>	A two-position, numeric field that indicates the number of hours of military leave carried forward from the prior fiscal year to the current fiscal year. The maximum number of hours allowed in this field is 120. A maximum of 144 hours is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).
<b>MILITARY-LV-DAYS-USED-PRIOR-YR</b>	A two-position, numeric field that indicates the number of days of military leave used in the prior fiscal year. The maximum number allowed in this field is 15 days.
<b>MILITARY-LV-HOURS-USED-PRIOR-YR</b>	A five-position, numeric field that indicates the number of hours of military leave used in the prior fiscal year. The maximum number of hours allowed in this field is 120.

The procedure below describes the steps used to modify military leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div data-bbox="570 443 1179 894" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE  02) AWOP LEAVE  03) SUSPENSION LEAVE  04) MILITARY LEAVE  05) COMP LEAVE &amp; COMP-OTH-RT  06) HOME SHORE LEAVE  07) ANNUAL LEAVE RESTORED  08) TIME OFF AWARDS  09) AUDIT TRAIL OF LEAVE UPDATES</p> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> PLEASE ENTER SELECTION: -- </div> </div> <p style="text-align: center; margin: 10px auto;"><i>Figure 30: PLEASE ENTER SELECTION Field</i></p> <p>Enter "04" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>MILITARY LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>MILITARY LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.
	<p><b>IMPORTANT:</b> It's important that you print a record of the employee's leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee's leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the appropriate field for modification.

Step	Action
9.	Tab Past the + sign, and enter the appropriate information.
10.	Press <b>Enter</b> . The record is updated, and the message <i>MIL-LV RECORD ADDED</i> displays.
11.	Print the modified screen.

### Exercise 9.1: Military Leave Adjustment

#### Scenario

An employee did not use 120 hours of his military leave in the previous fiscal year. The employee will be allowed to use these hours in the current fiscal year.

#### Instructions

Follow the steps in the table below to adjust the employee's military leave.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>Please Enter Selection</b> field on the <b>TINQ Main Menu</b> .	
3.	Press <b>Enter</b> .	04
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>MILITARY LEAVE</b> screen.	555010XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>MILITARY LEAVE CARRYOVER</b> .	
7.	Tab past the + sign, and type in the appropriate information.	0120.00
8.	Press <b>Enter</b> .	

## Exercise 9.2: Military Leave Adjustment

### Scenario

An employee did not use 60 hours of her military leave in the previous fiscal year. The employee will be allowed to use these hours in the current fiscal year.

### Instructions

Follow the steps in the table below to adjust the employee's military leave.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <i>TINQ Main Menu</i> .	04
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field.	555050XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>MILITARY LEAVE CARRYOVER</b> field.	
7.	Tab past the + sign and enter the appropriate information.	060.00
8.	Press <b>Enter</b> .	

### 9.3. Chapter Review

#### *Knowledge Check*

1. **Fill in the blanks:** Only \_\_\_\_\_, active duty training, and \_\_\_\_\_ are eligible to receive military leave.
2. The maximum amount of military leave a non-Location Code 4 employee can carryover is:
  - A. 240
  - B. 176
  - C. 120
  - D. 144

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to military leave
- Identify the fields on the **MILITARY LEAVE** screen
- Update the appropriate fields to modify military leave

## 10.0. Updating Home and Shore Leave

---

### 10.1. Chapter Overview

This chapter focuses on the procedures and information required for updating home and shore leave. It also covers the key fields required to complete the necessary process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to home and shore leave
- Identify the fields on the **HOME SHORE LEAVE** screen
- Update the appropriate fields to modify home and shore leave

## 10.2. Modifying Home and Shore Leave

### *Lesson Overview*

This lesson focuses on when it is appropriate to update the **HOME SHORE LEAVE** screen. Additionally, it explains the purpose of each field on the **HOME SHORE LEAVE** screen and the procedures and information required to modify home and shore leave.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of home and shore leave program
- Identify the necessary fields to modify home and shore leave
- Update the appropriate fields to modify home and shore leave

HOME SHORE LEAVE is Option 06 on the **TINQ Main Menu**. This program is used for employees in service abroad (home leave) or assigned extended duties on an oceangoing vessel (shore leave). Shore leave is applicable to the Department of Commerce only. If an employee does not have a home shore leave record, the message **NO HOME-SHORE-LV RECORD, KEY DATA & ENTER TO ADD** displays.

The figure below is the **HOME SHORE LEAVE** screen and is used to modify home and shore leave.

TI006	HOME SHORE LEAVE	DATE: XX/XX/XX	
DB 63		TIME: 07442698	
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	-		
----- RESPONSES -----			
PF1 = MENU	ENTER = INQUIRE/UPDATE	CLEAR = EXIT	

Figure 31: HOME SHORE LEAVE Screen

The fields listed below are displayed in Figure 31: HOME SHORE LEAVE Screen and are used to modify home and shore leave:

Field	Description
<b>HOME-LV-CURRENT-BAL</b>	The number of hours of home leave to the employee's credit for the current pay period. This field is display only and cannot be modified.
<b>HOME-LV-CARRYOVER-BAL</b>	A six-position, numeric field that indicates the number of hours of home leave carried forward from the previous year.
<b>HOME-LV-USED-YTD</b>	A six-position, numeric field that indicates the total number of home leave hours used during the current leave year.

Field	Description
<b>HOME-LV-ACCRUALS-YTD</b>	A three-position, numeric field that indicates the total number of home leave hours earned during the current leave year. Employees may earn 5, 10, or 15 days for each 12 months of service abroad. Leave is credited in multiples of one.
<b>ANN-45-DAY-CARRY</b>	<p>A six-position, numeric field that indicates the balance of annual leave hours, over 240, accumulated by an employee who is being transferred back to the U.S. from a foreign post.</p> <p> <b>NOTE:</b> 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 once the employee's leave hours fall below 240.</p>
<b>ANN-45-DAY-CODE</b>	A one-position, alpha field that indicates the code used to determine whether the employee is entitled to carry forward the 360 hours or 45 day maximum ceiling for annual leave. Valid values are: N = no; Y = yes.
<b>SHORE-LV-CURRENT-BAL</b>	The number of hours of shore leave to the employee's credit for the current pay period. This field is display only and cannot be modified.
<b>SHORE-LV-CARRYOVER-BAL</b>	A six-position, numeric field that indicates the number of hours of shore leave carried forward from the previous year.
<b>SHORE-LV-USED-YTD</b>	A six-position, numeric field that indicates the total number of shore leave hours used in the current leave year.

Field	Description
<b>SHORE-LV-ACCRUALS-YTD</b>	A three-position, numeric field that indicates the number of shore leave hours earned in the current year. Shore leave is earned, without limitation, at the rate of one day for each 15 calendar days on one or more extended voyages. An extended voyage must be for seven or more calendar days in duration.

The procedure below describes the steps used to modify home and shore leave.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <pre> 01) ANNUAL &amp; SICK LEAVE 02) AWOP LEAVE 03) SUSPENSION LEAVE 04) MILITARY LEAVE 05) COMP LEAVE &amp; COMP-OTH-RT 06) HOME SHORE LEAVE 07) ANNUAL LEAVE RESTORED 08) TIME OFF AWARDS 09) AUDIT TRAIL OF LEAVE UPDATES  PLEASE ENTER SELECTION: __           </pre> </div> <p style="text-align: center;"><i>Figure 32: PLEASE ENTER SELECTION Field</i></p> <p>Enter "06" in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>HOME SHORE LEAVE</b> screen displays.
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>HOME SHORE LEAVE</b> screen.
5.	Press <b>Enter</b> . The employee's record displays.

Step	Action
6.	Enter “Y” (Yes) or “N” (No) in the <b>ANNL-45-DAY-CODE</b> field, if you are adding a new record.   <b>NOTE:</b> This field indicates if an employee is entitled to carry forward the 360 hours or 45 day maximum ceiling for annual leave.
	<b>IMPORTANT:</b> It’s important that you print a record of the employee’s leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee’s leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.
7.	Click <b>File</b> .
8.	Click <b>Print</b> .
9.	Tab to the appropriate field for modification.
10.	Tab past the + sign, and enter the appropriate information.
11.	Press <b>Enter</b> . The record is updated, and the message <i>HOME-SHORE-LV RECORD UPDATED</i> displays.
12.	Print the modified screen.

### Exercise 10.1: Home and Shore Leave Adjustments

#### Scenario

After an audit was performed on an employee stationed overseas, it was discovered that more home leave had been used than was previously charged to an employee's record. The employee used the home leave prior to 26 pay periods of the leave audit. The carryover balance should be 24 hours.

#### Instructions

Follow the steps in the table below to adjust the employee's home shore leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> Screen.	06
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>HOME SHORE LEAVE</b> screen.	555200XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>HOME-LV-CARRYOVER-BAL</b> field.	
7.	Tab past the + sign, and type in the appropriate information.	0024.00
8.	Enter "Y" in the <b>ANNL-45-DAY-CODE</b> field	Y
9.	Press <b>Enter</b> .	

## Exercise 10.2: Home Shore Leave Adjustment

### Scenario

After a leave audit was performed on an employee stationed overseas, it was discovered that the employee had earned sixteen hours of home leave and the hours were not recorded. Then the employee used eight hours of home leave prior to 26 pay periods of the leave audit. The carryover balance should be eight hours.

### Instructions

Follow the steps in the table below to adjust the employee's home shore leave to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Certified Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field.	555050XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>SHORE-LV-CARRYOVER-BAL</b> field.	
7.	Tab past the + sign and enter the appropriate information.	8.0
8.	Press <b>Enter</b> .	

### 10.3. Chapter Review

#### *Knowledge Check*

1. Which field must you complete when adding a new home shore record?
  - A. **ANNL-45-DAY-CODE**
  - B. **ANN-45-DAY-CARRY**
  - C. **NEW-RECORD-ADDED**
  - D. **SHORE-LV-CARRYOVER-BAL**
  
2. **True or False:** Employees may earn 5, 10, or 15 days for each 12 months of service abroad.  
  
\_\_\_\_\_

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to home and shore leave
- Identify the fields on the **HOME SHORE LEAVE** screen
- Update the appropriate fields to modify home and shore leave

## 11.0. Updating Time Off Awards

---

### 11.1. Chapter Overview

This chapter focuses on the procedures and information required for updating time off awards. It also covers the key fields required to complete the necessary process.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to time off awards
- Identify the fields on the **TIME OFF AWARDS** screen
- Update the appropriate fields to modify time off awards

## 11.2. Modifying Time Off Awards

### *Lesson Overview*

This lesson focuses on when it is appropriate to update the **TOTAL TIME OFF & TIME OFF AWARDS** screen. Additionally, it explains the purpose of each field on the **TOTAL TIME OFF & TIME OFF AWARDS** screen and the procedures and information required to modify time off awards.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Define the purpose of time off awards program
- Identify the necessary fields to modify time off awards
- Update the appropriate fields to modify time off awards

TIME OFF AWARDS is Option 08 on the **TINQ Main Menu**. This program is used to modify time off hours used and to query time off records that have already been added through your Agency's HR front-end entry system. It cannot be used to add time off hours granted to an employee.



**NOTE:** The information for each time off award can only be corrected in the Agency's HR front-end entry system.

Only one time off award may be processed in a pay period. Time off award hours must be scheduled and used within one year after the effective pay period of the award.

The figure below is the **TOTAL TIME OFF & TIME OFF AWARDS** screen and is used to modify time off awards.

```

TI008 DB 0063                TOTAL TIME OFF                DATE: XX/XX/XX
SSN: _____              & TIME OFF AWARDS            TIME: 07520868
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 33: TOTAL TIME OFF & TIME OFF AWARDS Screen

The fields listed below are displayed in Figure 33: TOTAL TIME OFF & TIME OFF AWARDS Screen and are used to modify time off awards:

Field	Description
<b>TOTAL-TIME-OFF-HOURS</b>	The total time off hours available. This field is display only and cannot be modified.
<b>YR</b>	The pay period year in which the time off hours were granted. This field is display only and cannot be modified.
<b>PP</b>	The pay period in which the time off award was granted. This field is display only and cannot be modified.
<b>HOURS</b>	The number of time off hours granted for the pay period shown. This field is display only and cannot be modified.

Field	Description
<b>USED</b>	<p>A six-position, numeric field that indicates the number of time off award hours used for the pay period shown. This is the only field that can be modified on the <b>TOTAL TIME OFF &amp; TIME OFF AWARDS</b> screen. When canceling an award, do not update TINQ Program 08 before entering the cancellation action.</p> <p> <b>NOTE:</b> You can change the <b>USED</b> field even if there is no remaining balance as long as the leave has not expired. This field cannot be adjusted in the pay period in which the leave is forfeited.</p>
<b>BALANCE</b>	<p>Indicates the hours remaining from the time off award after changes to the <b>USED</b> field. This field is display only and cannot be modified.</p>
<b>FORFEIT</b>	<p>This field is system-generated and indicates the time off hours forfeited, i.e., time off hours lost because of the time limitation. This field is display only and cannot be modified.</p> <p> <b>NOTE:</b> Time off award hours are forfeited if not used within one year.</p>
<b>CHANGE ID</b>	<p>Indicates the user ID of the last person who updated the time off record. This field is display only and cannot be modified.</p>
<b>CHANGE DATE</b>	<p>Indicates the date the last change was made to an employee's time off record. This field is display only and cannot be modified.</p>

The procedure below describes the steps used to modify time off awards.

Step	Action
1.	Review the up-to-date Certified Leave Audit (AD-717).
2.	<div data-bbox="581 453 1190 905" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>01) ANNUAL &amp; SICK LEAVE  02) AWOP LEAVE  03) SUSPENSION LEAVE  04) MILITARY LEAVE  05) COMP LEAVE &amp; COMP-OTH-RT  06) HOME SHORE LEAVE  07) ANNUAL LEAVE RESTORED  08) TIME OFF AWARDS  09) AUDIT TRAIL OF LEAVE UPDATES</p> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> PLEASE ENTER SELECTION: -- </div> </div> <p style="text-align: center;"><i>Figure 34: PLEASE ENTER SELECTION Field</i></p> <p>Enter “08” in the <b>PLEASE ENTER SELECTION</b> field.</p>
3.	Press <b>Enter</b> . The <b>TIME OFF AWARDS</b> screen displays.
4.	Enter the employee’s social security number in the <b>SSNO</b> field on the <b>TIME OFF AWARDS</b> screen.
5.	Press <b>Enter</b> . The employee’s record displays.
	<p><b>IMPORTANT:</b> It’s important that you print a record of the employee’s leave balances before making any modifications. After you have made a modification, print another. This provides a record of the employee’s leave balances before making any modifications. By printing the screens, you ensure that the corrections were made properly. Copies of both screens should be provided to the timekeeper. Refer to Lesson 3.3 General Navigation for more information on printing procedures.</p>
6.	Click <b>File</b> .
7.	Click <b>Print</b> .
8.	Tab to the <b>USED</b> field.

Step	Action
9.	Tab past the + sign, and enter the appropriate hours.
10.	Press <b>Enter</b> . The record is updated, and the message <i>TIME-OFF-AWARD-RECORD UPDATED</i> displays.
11.	Print the modified screen.

### Exercise 11.1: Time Off Award Adjustments

#### Scenario

An employee was granted a time off award of eighteen hours in one prior pay period of the current leave year, the employee used eighteen hours of the time off award, but it was not reported on the employee's T&A. This should be reflected in TINQ.

#### Instructions

Follow the steps in the table below to adjust the employee's time off award to reflect the leave audit results.

Step	Action	Required Data
1.	Review the up-to-date Leave Audit (AD-717).	
2.	Enter the appropriate menu option in the <b>PLEASE ENTER SELECTION</b> field on the <b>TINQ Main Menu</b> .	08
3.	Press <b>Enter</b> .	
4.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>TOTAL TIME OFF &amp; TIME OFF AWARDS</b> screen.	555070XXX
5.	Press <b>Enter</b> .	
6.	Tab to the <b>USED</b> field.	
7.	Tab past the + sign, and enter the appropriate information.	018.00
8.	Press <b>Enter</b> .	

### 11.3. Chapter Review

#### *Knowledge Check*

1. **True or False:** You can add time off awards in TINQ?

\_\_\_\_\_

2. Time off awards are forfeited after how long of their effective date:
  - A. Two years
  - B. One year
  - C. Three years
  - D. 30 days

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to time off awards
- Identify the fields on the **TOTAL TIME OFF & TIME OFF AWARDS** screen
- Update the appropriate fields to modify time off awards

## **12.0. Audit Trail of Leave Updates**

---

### **12.1. Chapter Overview**

This chapter focuses on the procedures and information required to research leave corrections in the Audit Trail of Leave Updates. It also covers the key fields required to track leave corrections.

#### *Chapter Objectives*

By the end of this chapter, you will be able to:

- Provide an introduction to the Audit Trail of Leave Updates
- Explain the purpose of the Audit Trail of Leave Updates
- Execute queries with the Audit Trail of Leave Updates

## 12.2. Introduction to Audit Trail of Leave Updates

### *Lesson Overview*

This lesson focuses on when it is appropriate to use the **AUDIT TRAIL OF LEAVE UPDATES** screen. Additionally, it explains the purpose of each field on the **AUDIT TRAIL OF LEAVE UPDATES** screen.

### *Lesson Objectives*

By the end of this lesson, you will be able to:

- Identify leave corrections
- Identify date, time, and user ID of the person completing the update

AUDIT TRAIL OF LEAVE UPDATES is Option 09 on the **TINQ Main Menu**. This program is used to track leave corrections made through TINQ. The report reflects the name and social security number of the employee, Agency Code, user identification number, date and time, type of leave corrected, and leave data before and after correction. This report lists changes processed in the last two years to an employee's leave record in TINQ and is updated biweekly after PAYE runs.

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

The figure below is the **AUDIT TRAIL OF LEAVE UPDATES** screen. It displays all of the pertinent information regarding a modification made in TINQ.

```

TI009                AUDIT TRAIL OF LEAVE UPDATES                DATE: XX/XX/XX
DB: 63                PAGE: 0001
SSNO: 555070150
AGENCY: 90
SCREEN OPT: 09

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

555070150 NOT ON DATA BASE OR NO CHANGES MADE, PRESS PF5 TO ENTER NEW SSNO
----- RESPONSES -----
ENTER = INQUIRE  CLEAR = EXIT  PF1 = MENU  PF7 = BACKWARD  PF8 = FORWARD
                  PF5 = REFRESH/ENTER NEW SSNO

```

Figure 35: AUDIT TRAIL OF LEAVE UPDATES Screen

The fields listed below are displayed in Figure 35: AUDIT TRAIL OF LEAVE UPDATES Screen:

Field	Description
<b>UPDATE BY</b>	The user ID of the employee that updated TINQ.
<b>ON DATE</b>	The month, day, and year that the information was updated.
<b>AT TIME</b>	The time that the information was updated in hours, minutes, seconds (i.e. 084955).
<b>FOR</b>	Description of the information that was updated.
<b>OLD DATA</b>	The information that was in TINQ previously for a specific leave field.

Field	Description
<b>NEW DATA</b>	The information that was updated in TINQ for a specific leave field.

The procedure below describes how you view the Audit Trail of Leave Updates.

Step	Action
1.	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <pre> 01) ANNUAL &amp; SICK LEAVE 02) AWOP LEAVE 03) SUSPENSION LEAVE 04) MILITARY LEAVE 05) COMP LEAVE &amp; COMP-OTH-RT 06) HOME SHORE LEAVE 07) ANNUAL LEAVE RESTORED 08) TIME OFF AWARDS 09) AUDIT TRAIL OF LEAVE UPDATES  PLEASE ENTER SELECTION:  __           </pre> </div> <p style="text-align: center;"><i>Figure 36: PLEASE ENTER SELECTION Field</i></p> <p>Enter "09" in the <b>PLEASE ENTER SELECTION</b> field.</p>
2.	Press <b>Enter</b> . The <b>AUDIT TRAIL OF LEAVE UPDATES</b> screen displays.
3.	Enter the employee's social security number in the <b>SSNO</b> field on the <b>AUDIT TRAIL OF LEAVE UPDATES</b> screen.
4.	Enter the employee's Agency Code in the <b>AGENCY</b> field.
5.	Press <b>Enter</b> . The <b>AUDIT TRAIL OF LEAVE UPDATES</b> screen displays.

### 12.3. Chapter Review

#### *Knowledge Check*

1. **Fill in the blanks:** This program is used to track \_\_\_\_\_ made through TINQ.
  
2. **True or False:** The **NEW DATA** field displays the information that was updated in TINQ for a specific leave field.

\_\_\_\_\_

#### *Chapter Summary*

Having completed this chapter, you are now able to:

- Provide an introduction to the Audit Trail of Leave Updates
- Explain the purpose of the Audit Trail of Leave Updates
- Execute queries with the Audit Trail of Leave Updates

## 13.0. Course Summary

---

### 13.1. Course Accomplishments

#### Knowledge Check

1. What is the main function of TINQ?
2. How do you access TINQ?
3. What are the different types of leave that can be updated in TINQ?
4. How do you research an Audit Trail of Leave?

Having completed this course, users are now able to:

- Provide colleagues with an overview of TINQ
- Navigate within TINQ
- Update all leave balances
- Research an Audit Trail of Leave

### 13.2. Additional Resources

For additional resources please refer to: the TINQ Procedure Manual at <https://www.nfc.usda.gov/Publications/TINQ/TINQ.pdf> or NFC Contact Center at [https://www.nfc.usda.gov/Contact\\_Us/Help\\_Desks/CHD/CH\\_D\\_home.html](https://www.nfc.usda.gov/Contact_Us/Help_Desks/CHD/CH_D_home.html).

## 14.0. Appendices

### 14.1. Appendix A: Course Glossary

Concept/Item	Description
AD-717, Certified Leave Audit	Used for informational purposes. It contains a line for each pay period for which T&A has been certified.
Counter	Used to track the amount of non-pay days in order for the system to determine leave deductions and to determine when health benefits are to be terminated.
Leave Transfer Program	Allows employees to donate annual leave directly to an authorized recipient who has a personal or family medical emergency and has exhausted his or her available paid leave.
Non-Title 5 Agencies	<p>Used to identify agencies for which Congress may elect to exempt positions, occupations, or organizations from Title 5. Common rationales for Title 5 exemption include:</p> <ul style="list-style-type: none"> <li>• The workforce is uniquely different from the "regular" civil service (i.e. Foreign Service)</li> <li>• The workforce is more appropriately compared to the non-Federal workforce (i.e. Agencies covered under the Financial Institutions Reform, Recovery, and Enforcement Act)</li> <li>• The organization has a critical mission (IRS, foreign intelligence Agencies, etc.)</li> </ul>
Title 5 Agencies	<p>Used to identify the "default" human resources statute for Federal Executive Branch employees not explicitly exempted or covered by other statute. Title 5 includes the follow:</p> <ul style="list-style-type: none"> <li>• Job evaluation (classification) system;</li> <li>• Government wide pay structures (e.g., the General Schedule, the Federal Wage System, and the Executive Schedule); and</li> <li>• Leave and benefits.</li> </ul>

Concept/Item	Description
SF-1150	Used to process Record of Leave Data.
SF-52	Used to process Request for Personnel Action
Non-Title 5 Agencies	<p>Used to refer to agencies for which Congress may elect to exempt positions, occupations, or organizations from Title 5. Common rationales for Title 5 exemption include:</p> <ul style="list-style-type: none"> <li>• The workforce is uniquely different from the "regular" civil service (i.e. Foreign Service)</li> <li>• The workforce is more appropriately compared to the non-Federal workforce (i.e. FIRREA Agencies)</li> <li>• The organization has a critical mission (IRS, foreign intelligence Agencies, etc.)</li> </ul>

## 14.2. Appendix B: Acronym Glossary

Acronym	Definition
AWOL	Absence Without Leave
AWOP	Absence Without Pay
FEHB	Federal Employee's Health Benefits
IRIS	Inquiry/Research Information System
LWOP	Leave Without Pay
NFC	National Finance Center
PAYE	Payroll Computation System
PPS	Payroll/Personnel System
RTD	Return to Duty
SF	Standard Form
SSN	Social Security Number
T&A	Time & Attendance
TINQ	Time Inquiry Leave Update System
TSP	Thrift Savings Plan
USDA	United States Department of Agriculture
WGI	Within-Grade-Increase

### 14.3. Appendix C: AD – 717 Sample Leave Audit

PAY PERIOD	COMPENSATORY (COMP) TIME RECORD					MILITARY LEAVE RECORD			CREDIT HOURS RECORD				OTHER PAID LEAVE RECORD (HOME, SHORE, RESTORED ANNUAL, ETC.)			
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	HOURLY RATE	TOTAL DAYS USED FROM PRIOR PERIOD	DAYS USED THIS PERIOD	TOTAL DAYS USED TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
1				0.00				0.00				0.00				0.00
2	0.00			0.00		0.00		0.00	0.00			0.00	0.00			0.00
3	0.00			0.00		0.00		0.00	0.00			0.00	0.00			0.00
4	0.00			0.00		0.00		0.00	0.00			0.00	0.00			0.00
5	0.00			0.00		0.00		0.00	0.00			0.00	0.00			0.00

AUDIT FOR LEAVE YEAR 20		NAME	SOCIAL SECURITY NUMBER	COMPLETE CONTACT POINT	SERVICE COMBINATION DATE	EOB (if in year of audit)	SEPARATION DATE								
PAY PERIOD	ANNUAL LEAVE RECORD					SICK LEAVE RECORD					ABSENCE WITHOUT PAY RECORD (LWOP, AWOL, SUSPENSION, FURLOUGH)				
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (-)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (-)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
1					0.00										0.00
2	0.00				0.00		0.00						0.00		0.00
3	0.00				0.00		0.00						0.00		0.00
4	0.00				0.00		0.00						0.00		0.00
5	0.00				0.00		0.00						0.00		0.00
6	0.00				0.00		0.00						0.00		0.00