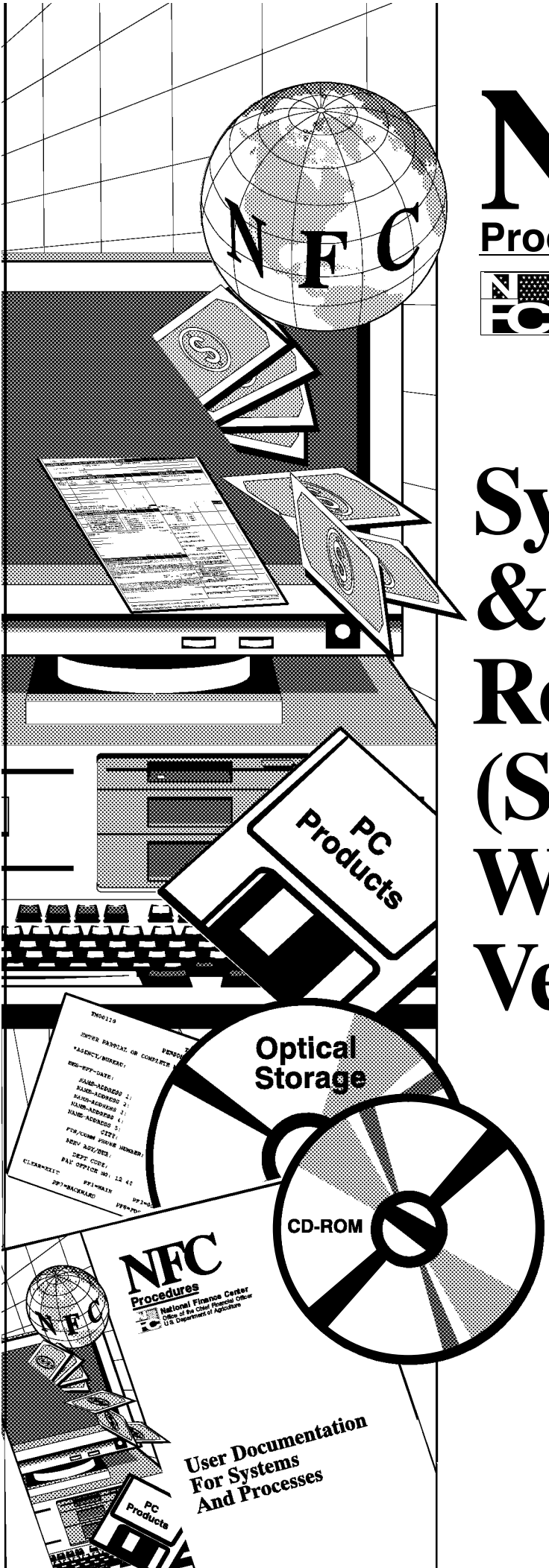


NFC Procedures

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

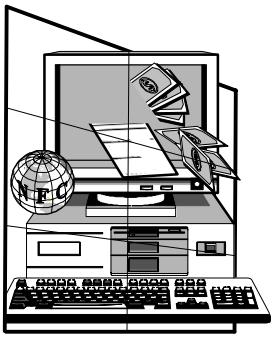
January 2008

System for Time & Attendance Reporting (STAR 5.0 Web-Based Version)

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time and Attendance Procedures

SECTION 5
Web-Based System For Time And Attendance Reporting (STAR WEB)



System For Time And Attendance Reporting (STAR 5.0 Web-Based Version)

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

IMPORTANT INFORMATION !

This publication is an illustrated version of STAR 5.0 **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about STAR 5.0.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Publications and Communications Branch (PCB). Instructions for contacting PCB and other support sources are provided in the **About This Procedure** section of this publication.

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About This Procedure

This procedure provides instructions for accessing and operating the System for Time & Attendance Reporting Web-Based Version 5.0 (STAR 5.0). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

STAR 5.0 Overview presents an overview of STAR 5.0, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using STAR 5.0.

Using STAR 5.0 provides step-by-step instructions for the processes and subprocesses performed in STAR 5.0.

Field Instructions For STAR 5.0 contains instructions for or descriptions of the fields on STAR 5.0 windows.

STAR 5.0 Reference Tables includes tables of valid values for completing the fields on STAR 5.0 windows.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (http://www.nfc.usda.gov) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in *italics*.	The message *Changes have been made. Save changes?* is displayed.
Important extra information is identified by a bolded note, warning, caution, or reminder prefix followed by statement.	**Note:** If the transaction is coded **I** (incomplete), no edits are performed.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Logon pop-up (**Figure 1**) appears.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under **Accounting Code Search Field Instructions**.
References to menu options are printed in ***bold italics***.	On the drop-down (**Figure 9**), select ***Agency Tables***.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click **[Go]**.
Field names are printed in the margin.	**Your Email (Optional)** Type your email address.

Who To Contact For Help

For questions about NFC processing, contact the Payroll Operations Branch at **504–255–4630.**

For access to STAR 5.0, contact your agency's NFC security officer.

Latest Update Information

The following change has been made to the STAR 5.0 procedure:

Description of Change	Page
TC 19, Overtime Over 8	115

Changes are identified by "▶ ◀".

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STAR 5.0 Overview

This section presents the following topics:

About STAR 5.0

Related Systems

Agency/NFC Responsibilities

Access, Security, And Installation

About STAR 5.0

The System for Time & Attendance Reporting Web-Based Version 5.0 (STAR 5.0) is a Web-based application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running with Internet Explorer 6.0 (or higher) or Netscape Navigator 6.23 (or higher). STAR 5.0 is used to prepare, print, and transmit time and attendance (T&A) reports to the National Finance Center (NFC) for processing. Transaction Codes (TC), along with Transaction Descriptors (TD), and leave type tables are used in STAR 5.0. Because STAR 5.0 is a real-time Web-based application, accounting information is validated through the Management Account Structure Codes System (MASC) as each line of data is entered on the T&A. This helps to eliminate errors, therefore resulting in fewer corrected T&As.

Through the use of STAR 5.0 and local telecommunications capabilities, employees and timekeepers prepare T&As on PCs meeting the minimum hardware and software requirements and mark the T&A as transmitted to be picked up by NFC for processing. This is done on a database at NFC via an Internet connection. The T&As can be marked for transmit either individually or as a group by contact point. T&As marked for transmit are pulled from the STAR 5.0 database prior to the running of the T&A Validation System (TIME) job.

STAR 5.0 allows for both the timekeeper and/or the employee to enter T&A data on a daily basis throughout the pay period. The timekeeper can also verify the T&A. The employee entry option of STAR 5.0 is available on an agency by agency basis. The agency must request this through their NFC Security Officer. This is done by submitting the employee's role based Id, the applicable role(s), and contact point.

STAR 5.0 is used to:

- Maintain an employee detail record for each employee at a specific T&A contact point. This record contains information relating to the employee's pay plan, work schedule, and other pertinent employee data needed for T&A reporting.
- Display current T&A status on the employee detail record.
- Gather data entered by timekeepers for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.

- Record daily time.
- Allow for employee entry of data (for agencies electing that option). Employee entry is done through the Employee Personal Page (EPP). This is done through the Time Manager option of the EPP.
- Allow for the timekeeper to enter an employee's T&A if the employee is not available. This is for agencies electing to use the employee entry option. The timekeeper can then ***Return To Employee*** once the employee is again available.
- Establish a ***Default Schedule*** for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Allow the agency to select either daily entry or biweekly entry.
- Record cost accounting.
- Track employee activity by project.
- Select Transaction Codes (TCs), Transaction Code Descriptors (TDs), Accounting Codes, and Project Codes from drop-down menus.
- Maintain tables at the agency level.
- Customize agency tables to contain a list of favorites from which to choose.
- Enter corrected/split T&As.
- Perform certain edits to determine if the data is correct.
- Print T&As to be reviewed and approved by supervisory personnel.
- Mark T&As for transmission to NFC.
- Provide T&A related reports.
- Define STAR 5.0 to the FOCUS Reporting System.
- Provide a ***View Only*** option which allows a T&A to be viewed at any point in the process.

The T&As are processed through TIME which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and T&As in question are placed in an error suspense file. These T&As are corrected by NFC and are processed through TIME again. After T&As pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&As is necessary because of the impact on the employee's pay. T&As should be closed on the last day of the pay period and be processed as soon as possible. T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

Per agency request, through the Report Generator System (CULPRPT), NFC provides the agencies' T&A contact points with CULPRPT Report P0099, Error Analysis For T&A Processing, generated by TIME. The T&A coordinators, or other agency designated personnel, also receive a cumulative statistical report of T&As processed, as requested by the

agency. STAR 5.0 also provides a T&A Transmission Confirmation report which lists the status of the transmission each transmission and a Leave Error report which lists leave discrepancies between STAR 5.0 and the Payroll/Personnel database. For more information, see **Reporting Capabilities**.

Agencies may obtain information concerning updates to the Payroll/Personnel database through the Information/Research Inquiry System (IRIS) and the Payroll/Personnel Inquiry System (PINQ). For more information about IRIS and PINQ, see Title I, Chapter 15, IRIS, or Title VI, Chapter 4, Section 1, PINQ.

For more information about STAR 5.0, see:

STAR 5.0 Users

Record Retention Requirements

Hardware Requirements

Reporting Capabilities

STAR 5.0 Users

The local NFC Security Officer requests access for STAR 5.0 users by either sending an e-mail to the Information Systems Security Office (ISSO) or by sending a fax to 504–426–9704 which contains the Security Officer's signature. Roles are assigned in STAR 5.0 based upon the agency's NFC Security Officer's request. Only those agencies requesting employee entry for an entire contact point will have employee entry through EPP available for that agency. At least 2 weeks should be allowed for the request to be processed.

The following roles are available in STAR 5.0:

Employee. Maintains and enters his/her T&A data by using the Time Manager option in EPP (for agencies requesting that option). Requests are made at the agency level by contact point. Individual employees do not request this access without agency electing to use this option.

Timekeeper. Performs T&A functions and establishes, maintains, and prints employee data.

Transmitter. Establishes Job Control Language (JCL) and transmits T&As to NFC.

Agency Administrator. An agency employee who is responsible for maintaining the contact points within an agency.

Agency Table Administrator. An agency employee who is responsible for maintaining the agency specific Accounting and Transaction Code tables.

NFC Administrator. An NFC employee who is responsible for maintaining the Pay Period List and the Leave Type, Transaction Code, and Transaction Code Descriptor tables used by all STAR 5.0 users. This is an NFC Only role.

Inquiry. An agency employee who has "read only" access to view T&A data by contact point. This roles has no update capability.

Record Retention Requirements

For T&A data electronically transmitted to NFC, agencies must maintain the certified T&A report (i.e., printout, worksheet, etc.) and all appropriate supporting documentation for a **6-year period** in compliance with General Records Schedule (GRS)–2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in Fair Labor Standard Act cases and court-ordered restorations as cited in the supplemental authorization NC1–16–79–5 to GRS–2.

Hardware Requirements

You will need the following equipment to use STAR 5.0:

- A PC with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 6.0 or higher (with the Security patch) or a Netscape Navigator Browser of 6.2.3.
- Printer capable of printing Web pages.
- An NFC User ID with access to STAR 5.0.

Reporting Capabilities

STAR 5.0 offers the following reports:

Leave Error
Transmission Results
FOCUS Reporting System

Leave Error

The Leave Error report contains leave error data used by timekeepers when working with time and attendance and leave audits.

Transmission Results

Transmission Results report provides information regarding the number of T&As successfully transmitted.

FOCUS Reporting System

STAR 5.0 users can run FOCUS reports against the STAR 5.0 database.

The data element list can be found in NFCP.FOCS.LISTINGS under the member name STARPD. The table file names will be STARPD05, STARPD06, STARPD07, and STARPD08 (depending on the applicable database).

To access the FOCUS Reporting System, you must request security access to your agency's library. For more information, see Title VI, Chapter 5, Section 4, FOCUS Reporting System.

Related Systems

STAR 5.0 data is displayed and/or interfaces with the systems described below.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health, and life insurance, savings bond, and other personal information, read news items from the agency to NFC, and link to other sites. The Self Service option of the EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information. Employees use the Time Manager option in EPP to enter their T&A data to be submitted daily in STAR 5.0.

FOCUS Reporting System (FOCUS). FOCUS is used to provide agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information Research/Inquiry System (IRIS). IRIS is used as a tool for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 25 pay periods of current data, historical personnel data beginning with Fiscal Year 1991, and certain payroll document history.

Management Account Structure Codes System (MASC). MASC is composed of tables and accounting documents. The accounting codes entered in STAR 5.0 are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in STAR 5.0 and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in STAR 5.0 is displayed in PINQ after it passes the TIME edits.

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

Reporting Center. The Reporting Center is a Web-based reporting application available on the Application Launchpad on the NFC home page. The Reporting System offers Administrative, Financial, Personnel, and Workforce reports. The Leave Error report and the Statement of Earnings and Leave reports used by timekeepers are available in the Reporting Center.

T&A Validation System (TIME). The initial processing of T&As which are entered in STAR 5.0 is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list (CULPRPT P0053), and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Table Management System (TMGT). All TCs used in STAR 5.0 are TCs from TMGT Table 032, Transaction Codes.

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

Time And Attendance Instructions And T&A Validation System (TIME Edit Messages). Additional information regarding timekeeping and T&A processing may be found in Title I, Chapter 7, Time And Attendance Instructions, Section 1, Time And Attendance Processing, or in Title I, Chapter 7, Time And Attendance Instructions, Section 6, T&A Validation System (TIME Edit Messages).

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

The Agency:

- Requests security access to STAR 5.0 for specific roles (employee, timekeeper, Transmitter, Agency Administrator, Agency Table Administrator, and/or inquiry only) by contact point.
- Enters T&A data for each employee, as required by law and regulations.
- Transmits T&As to NFC by established timeframes. (T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.)
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.
- Monitors T&As received by NFC to assure that all active and full-time employees are accounted for.
- Maintains TC and Leave tables.

The National Finance Center:

- Processes T&A data within established timeframes.
- Edits T&A data.
- Reviews T&A edit error messages and corrects the T&A. Contacts the agency for assistance as necessary.
- Monitors T&As received to assure that all active and full-time employees are accounted for.
- Provides reports.

The Timekeeper:

- Performs T&A functions.

- Establishes, maintains, and prints employee data for approval by the employee and the supervisor.
- Retains records for six years.

The Supervisor:

- Reviews and approves employee T&As.

The Employee:

- Documents his/her T&A information on a daily basis in accordance with his/her agency policies.
- Provides his/her T&A information to the timekeeper, in accordance with his/her agency policy, but no later than the Monday after the close of the pay period.

  Note: For information on the roles associated with these functions, see **STAR 5.0 Users**.

Access, Security, And Installation

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user IDs), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

Requesting Access To STAR 5.0
Database Security

Requesting Access To STAR 5.0

To access STAR 5.0, you must:

- Use a personal computer and a secured telecommunications link to NFC.
- Have authorized security clearance.
- Have internet access.
- Have access to EPP (for agencies electing to use employee entry).

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's security officer. The request should provide the following information:

- User name
- User SSN
- User ID

- Agency name
- User access request level
- Telephone number
- Application name (STAR 5.0)
- Contact Point Number

The access level requested should be based on the individual's assigned work requirements and job functions.

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if the user is authorized to use PODS. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.)*.

Validation Process. To facilitate access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during a logon to STAR 5.0:

1. The individual is prompted to enter an ID and password.
2. CA TOP SECRET validates the ID, password, and access authorization to STAR 5.0.
3. Upon verification/validation of the ID and password, the individual is logged onto STAR 5.0.

   Note: First time STAR 5.0 users will be prompted to change his/her password.
4. CA TOP SECRET is checked again to determine if the individual can access the DB2 resources controlled by TOP SECRET. CICS (Customer Information Control System) transactions are also checked. If the TOP SECRET permissions exist, then access is allowed.

5. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

   SAC: E1DDSSPPPPAA Where DD=Department, SS=Servicing agency, PPPP=Personnel Office Identifier (POI), AA=Agency serviced.

The SAC entry in the individual's TOP SECRET profiles is read to determine if the access should be allowed.

Getting Started In STAR 5.0

This section presents the following topics:

Learning About STAR 5.0
Starting STAR 5.0
Exiting STAR 5.0
Changing Your Password
STAR 5.0 Main Menu
STAR 5.0 Navigating Features
STAR 5.0 Drop-Down Menus
Using Online Help
Feedback

Learning About STAR 5.0

An online tutorial and online help are available to assist you in learning about processing STAR 5.0 transactions.

For more information, see **Online Help**.

Online Help

The online help feature is available as a reference tool when you are processing data in STAR 5.0. To use online help, select ***Help*** from the menu bar at any window. For more information, see **Using Online Help**.

Starting STAR 5.0

To start STAR 5.0:

1. Log on to the Internet.
2. Connect to the NFC home page at www.nfc.usda.gov.
3. On the Application Launchpad, link to STAR 5.0. The Logon (**Figure 1**) is displayed.

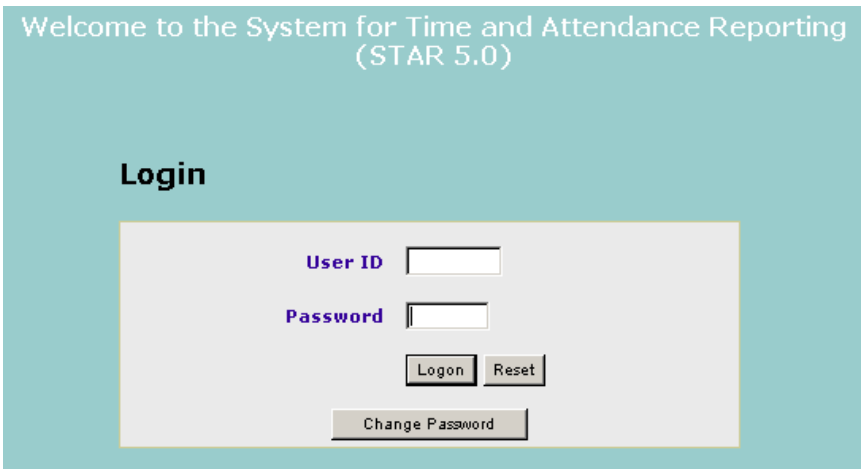


Figure 1. Logon

4. Complete the fields in the Logon area as indicated under **Logon Field Instructions**.
5. Click **[Logon]**.

Exiting STAR 5.0

To exit STAR 5.0, click **[Logoff]** on any window.

Changing Your Password

You may change your password at any time but not more than once a day.

To change your password:

1. At the STAR 5.0 Logon, click **[Change Password]**. The Change Password pop-up (**Figure 2**) appears.

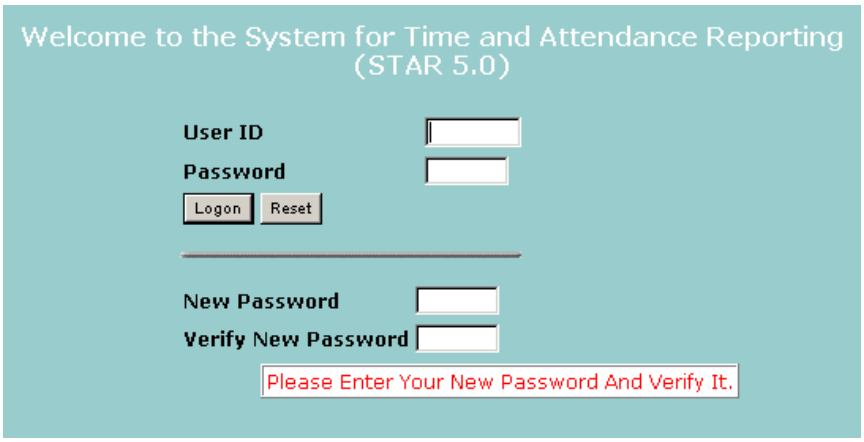


Figure 2. Change Password pop-up

2. Complete the fields as indicated under **Change Password Pop-up Field Instructions**.

3. Click **[Logon]** to save the change and exit the window.

   OR

   Click **[Reset]** to refresh the fields.

STAR 5.0 Main Menu

After you start STAR 5.0, the STAR 5.0 main menu (**Figure 3**) is displayed.

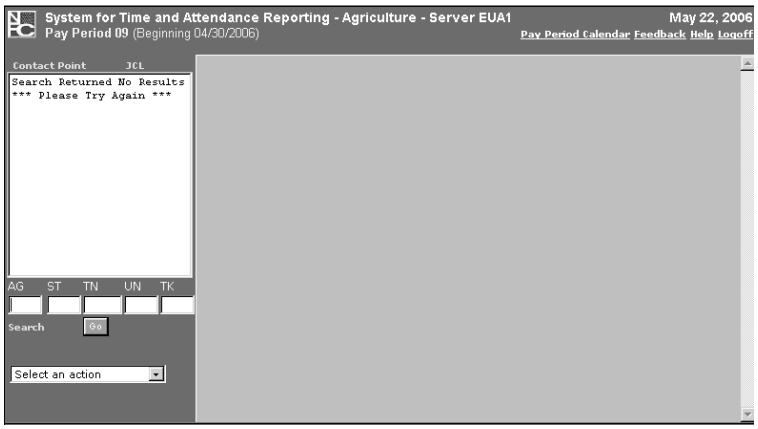


Figure 3. STAR 5.0 main menu

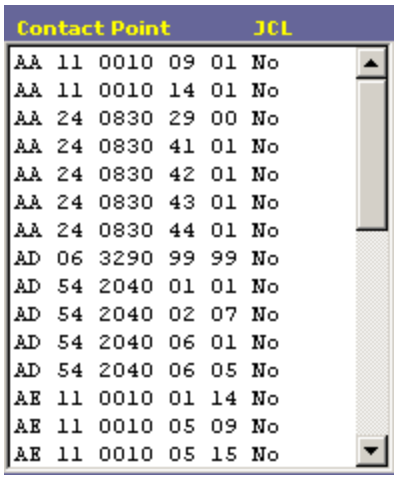
STAR 5.0 Navigating Features

STAR 5.0 is designed in a Web format, providing mouse-driven, point-and-click functionality. It is recommended that pop-up blockers be turned off when using STAR 5.0.

STAR 5.0 Drop-Down Menus

STAR 5.0 windows and/or menu options are accessed by using the drop-down menus throughout STAR 5.0. The drop-down menu that appears on each window depends on what action the user is taking. The following drop-down menus (displayed below with their corresponding windows) are available in STAR 5.0:

Contact Point List:



Contact Point	JCL
AA 11 0010 09 01	No
AA 11 0010 14 01	No
AA 24 0830 29 00	No
AA 24 0830 41 01	No
AA 24 0830 42 01	No
AA 24 0830 43 01	No
AA 24 0830 44 01	No
AD 06 3290 99 99	No
AD 54 2040 01 01	No
AD 54 2040 02 07	No
AD 54 2040 06 01	No
AD 54 2040 06 05	No
AE 11 0010 01 14	No
AE 11 0010 05 09	No
AE 11 0010 05 15	No

Figure 4. Contact Point List

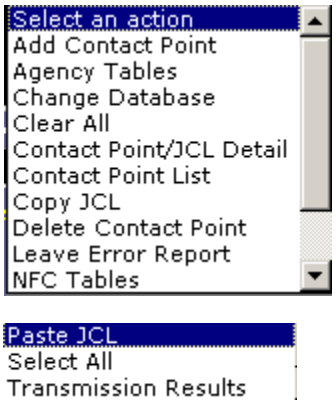
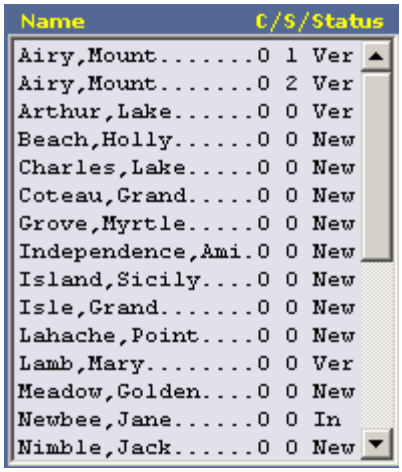


Figure 5. Drop-down menu (for the Contact Point List)

Employee List:



Name	C/S/Status
Airy,Mount.....0	1 Ver
Airy,Mount.....0	2 Ver
Arthur,Lake.....0	0 Ver
Beach,Holly.....0	0 New
Charles,Lake.....0	0 New
Coteau,Grand.....0	0 New
Grove,Myrtle.....0	0 New
Independence,Ami.0	0 New
Island,Sicily....0	0 New
Isle,Grand.....0	0 New
Lahache,Point....0	0 New
Lamb,Mary.....0	0 Ver
Meadow,Golden....0	0 New
Newbee,Jane.....0	0 In
Nimble,Jack.....0	0 New

Figure 6. Employee List

Select an action
Accounting Favorites
Add Employee
Add T&A
Change Contact Point
Change Database
Clear All
Correct T&A
Default Schedule
Delete Employee
Delete T&A

Filter List
Import
Merge T&A
Move Employees
Pay Period List
Print Selected T&As
Print BiWeekly
Refresh
Return To Employee
Rollover
Select All

Show All T&As
Show T&A
Split T&A
Transmit Selected T&As

Figure 7. Drop-down menu (for the Employee List for Daily Entry and Employee Entry)

Agency Tables:

Select an action
Transaction Codes
Disable All
Disable Selected
Enable All
Enable Selected
Mass Delete Accounting
RollOver Accounting

Figure 8. Drop-down menu (for the Agency Tables)

NFC Tables:

Pay Periods
TC Descriptors
Transaction Codes

Figure 9. Drop-down menu (for the NFC Tables)

Daily T&As Display Option:

Display Options
Hide Weekends
Hide Week One
Hide Week Two
Reset Display

Figure 10. Drop-down menu (for Daily T&As Display Option)

Show All T&As Option:

Figure 11. Drop-down menu (for the Show All T&As option)

Filter List Option:

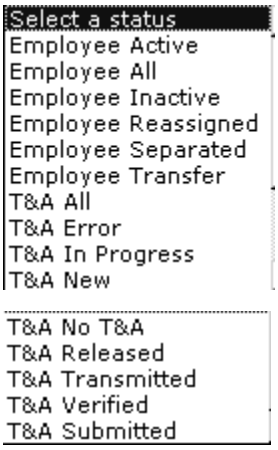


Figure 12. Drop-down menu (for the Filter List option)

To use the STAR 5.0 drop-down menus:

1. Click the down arrow on the open window. An applicable drop-down menu appears.
2. Select the applicable menu option from the drop-down that appears.
3. Click **[Go]**.

Using Online Help

STAR 5.0 provides complete online documentation designed in a Microsoft Windows online help system. If you are not familiar with using Microsoft help systems, see a Windows user's guide. When you need help with processing STAR 5.0 data, click **[Help]** at any STAR 5.0 window.

Feedback

STAR 5.0 offers a feedback option which allows users to email questions and/or comments about STAR 5.0.

To use the feedback option:

1. On any STAR 5.0 window, click **[Feedback]**. The Feedback pop-up (**Figure 13**) appears.

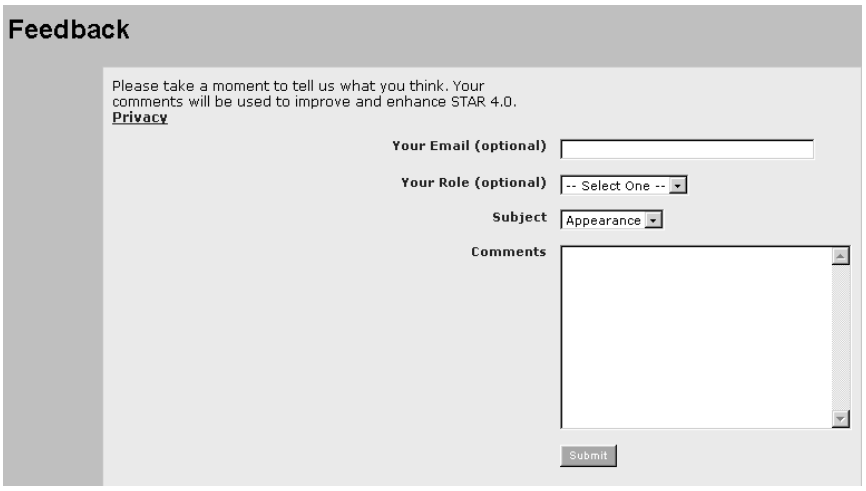


Figure 13. Feedback pop-up

2. Complete the fields as indicated under **Feedback Pop-up Field Instructions**.

3. Click **[Submit]** to submit your feedback.

   OR

   To exit the Feedback pop-up (**Figure 13**), click **[X]** to return to the previous window.

Using STAR 5.0

This section presents the following topics:

Agency Tables
NFC Tables
Establishing/Updating Contact Points
Moving An Employee From One Contact Point To Another
Building JCL
Navigating The Contact Point List
Importing T&As
Rolling Over T&As
Adding A New Employee And/Or Updating An Employee's Detail Record
Deleting An Employee
Maintaining An Employee's Header
Maintaining An Employee's Leave Account
Running A Leave Error Report
Leave Types
Employee Entry
Timekeeper Entry
Printing T&As
Transmitting T&As
Filtering Lists In STAR 5.0

Agency Tables

The STAR 5.0 TC, TC descriptor, and accounting code tables are maintained by the Agency Table Administrator.

To use the agency tables:

1. Select the applicable contact point from the Contact Point List (**Figure 4**).
2. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The drop-down menu (for the Agency Tables) (**Figure 8**) is displayed.
3. Select the applicable table.

For more information on agency tables, see:

Agency Accounting Code Table
Rollover Accounting
Mass Delete Accounting
Agency Transaction Code Maintenance Table
Enabling/Disabling Codes

Agency Accounting Code Table

The agency maintains the accounting code table. The accounting code table is displayed to the right when you select ***Agency Tables***. You do not need to select anything from the drop-down menu to display the accounting code table.

To use the Accounting Code table:

1. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The Accounting Code table (**Figure 14**) is displayed.

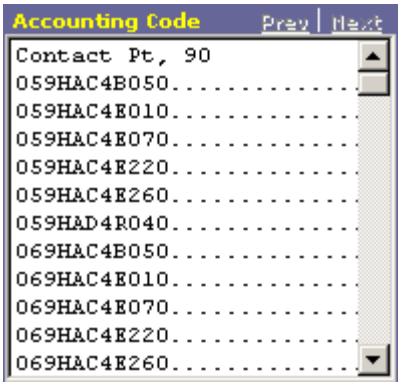


Figure 14. Accounting Code table

2. Double-click the applicable accounting code to display the applicable code.

To add an accounting code:

1. Select the applicable contact point from the Contact Point List (**Figure 4**).
2. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The Accounting Code table (**Figure 14**) is displayed with the Agency Accounting Maintenance window (**Figure 15**).

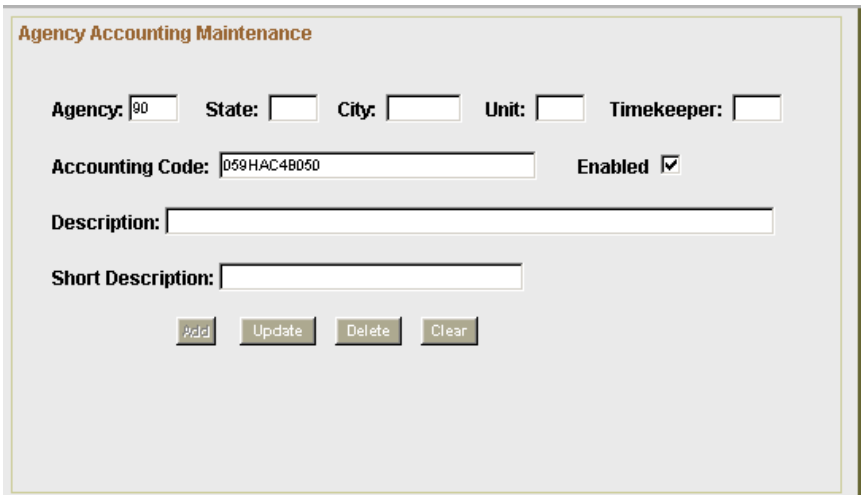


Figure 15. Agency Accounting Maintenance

3. Complete the fields as indicated under **Agency Accounting Maintenance Window Field Instructions**.

4. Click **[Add]** to add the accounting code.

   OR

   Click **[Update]** to update an existing accounting code.

   OR

   Click **[Delete]** to delete an existing accounting code.

   OR

   Click **[Clear]** to clear the fields.

To search for an accounting code:

1. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The Accounting Code table (**Figure 14**) with the applicable search fields (**Figure 16**) is displayed.

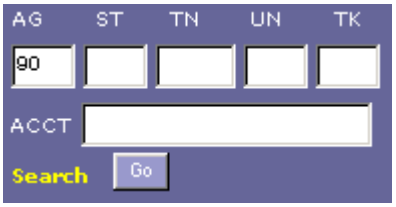


Figure 16. Accounting Code Search

2. Complete the fields as indicated under **Accounting Code Search Field Instructions**.

3. Click **[Go]**. A list of applicable accounting code(s) matching the search criteria is displayed.

Rollover Accounting

The agency uses the ***Rollover Accounting*** option to roll accounting codes over from one fiscal year to the next.

To roll over an accounting code:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point.

2. At the drop-down menu (**Figure 5**), select ***Agency Tables***.

3. Select the applicable accounting code to be changed.

4. At the drop-down menu, select ***Rollover Accounting***. The Accounting Code Rollover pop-up (**Figure 17**) appears.

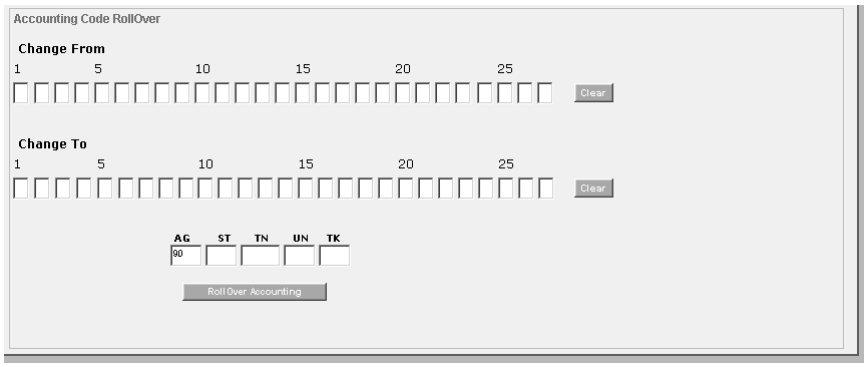


Figure 17. Accounting Code Rollover pop-up

5. Complete the fields as indicated under **Accounting Code Rollover Pop-up Field Instructions**.
6. Click **[Rollover Accounting]**.

Mass Delete Accounting

The Agency Table Administrator can use the ***Mass Delete Accounting*** option to mass delete a group of accounting codes.

To mass delete accounting:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point.
2. At the drop-down menu (**Figure 5**), select ***Agency Tables***.
3. Select ***Mass Delete Accounting***. The Mass Delete Accounting pop-up (**Figure 18**) appears.

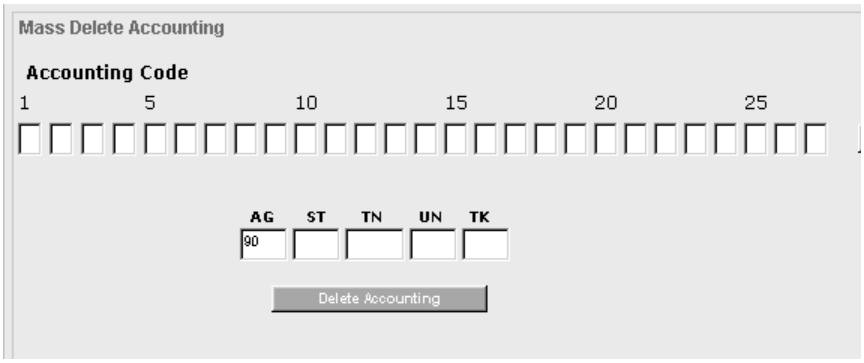


Figure 18. Mass Delete Accounting pop-up

4. Complete the fields as indicated under **Mass Delete Accounting Pop-up Field Instructions**.
5. Click **[Delete Accounting]**.
6. To return to the Contact Point List (**Figure 4**), click the Contact Point button above the list of accounting codes.

OR

To continue working in the agency tables, select an option from the drop-down menu (**Figure 8**).

Agency Transaction Code Maintenance Table

The Agency Transaction Code Maintenance Table (**Figure 19**) is displayed when you select ***Transaction Codes*** from the drop-down (**Figure 8**).

To use the Agency Transaction Code Maintenance table:

1. Select the applicable contact point from the Contact Point List (**Figure 4**).
2. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The drop-down menu(for the Agency Tables) (**Figure 8**) is displayed.
3. Select ***Transaction Codes*** from the drop-down menu (**Figure 8**). The Agency Transaction Code Maintenance Table (**Figure 19**) is displayed.

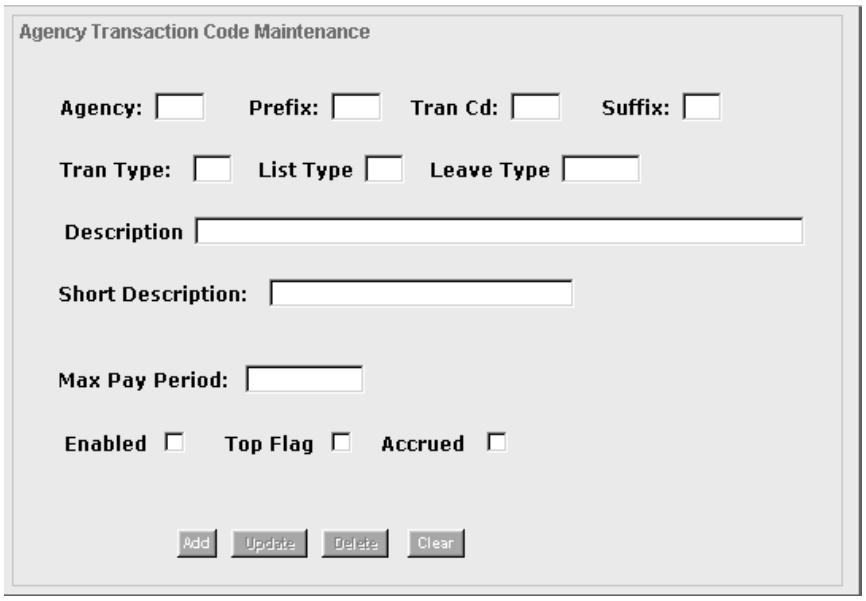


Figure 19. Agency Transaction Code Maintenance Table

4. Complete the fields as indicated under **Agency Transaction Code Maintenance Table**.
5. Click **[Add]** to add the TC.

   OR

   Click **[Update]** to update the TC information.

   OR

   Click **[Delete]** to delete the TC.

   OR

   Click **[Clear]** to clear the fields.

Enabling/Disabling Codes

The Agency Table Administrator can enable or disable accounting codes and TCs for an agency, a state within an agency, a town within a state within an agency, a unit within a town within a state within an agency, or for a timekeeper.

To use the Enable/Disable options:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu (**Figure 5**), select ***Agency Tables***. The list of agency tables is displayed.
3. Select the applicable TC or accounting code(s) to enabled or disabled.
4. Select ***Disable All*** to disable all of the codes on a list.

   OR

   Select ***Disable Selected*** to disable the selected codes on a list.

   OR

   Select ***Enable All*** to enable all of the codes on a list.

   OR

   Select ***Enable Selected*** to enable the selected codes on a list.

NFC Tables

The leave type table and pay period calendar are maintained by the NFC Administrator. For more information, see:

Leave Type Maintenance Table
Transaction Code Table
Transaction Code Descriptor Table
Pay Period Calendar
Pay Period Maintenance

Leave Type Maintenance Table

The leave type table is used to select leave types to be displayed on the T&A. The only time a leave type is added to the table is when a new leave type TC is added to NFC's Payroll/Personnel database. Timekeepers select from this table when preparing T&As. The leave type table is displayed when ***NFC Tables*** is selected from the drop-down menu (**Figure 5**).

To select a leave type from the table:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu (**Figure 5**), select ***NFC Tables***. The list of available NFC tables is displayed on a drop-down (**Figure 9**) and a list of available leave types (**Figure 20**) is displayed on the left.

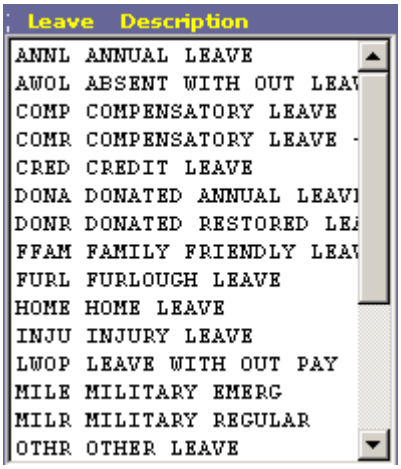


Figure 20. Leave table

3. Select the applicable type of leave from the list. The Leave Type Maintenance Table window (**Figure 21**) is displayed.

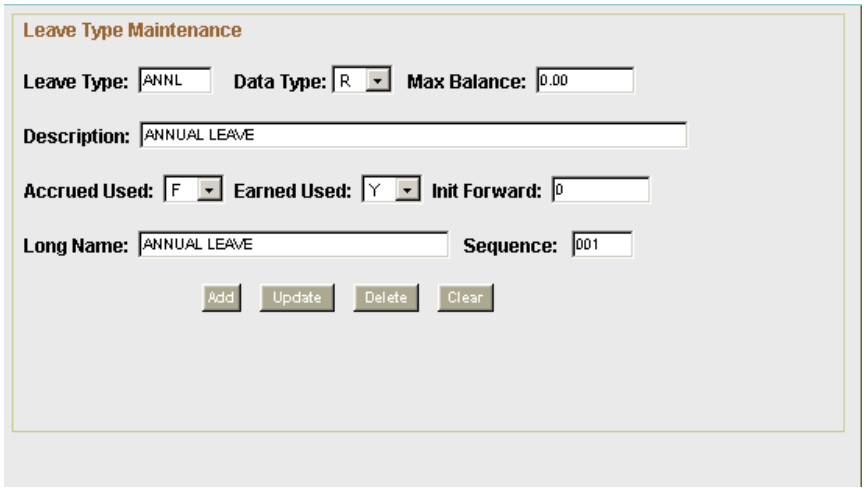


Figure 21. Leave Type Maintenance Table window

To add/modify a leave type on the table:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu (**Figure 5**), select ***NFC Tables***. The list of available leave types (**Figure 20**) is displayed on the left.
3. Select the applicable type of leave.
4. Complete the fields as directed under **Leave Type Maintenance Window Field Instructions**.
5. Click **[Add]** to add the new leave TC.

   OR

   Click **[Update]** to update an existing leave TC.

   OR

Click **[Delete]** to delete an existing leave TC.

OR

Click **[Clear]** to clear the fields on the window.

6. To exit the Leave Type Maintenance Table window (**Figure 21**), click the Contact Point button to return to the Contact Point List (**Figure 4**).

Transaction Code Table

The TC table is used to maintain a current list of all TCs available for T&A processing.

The Agency Table Administrator can customize the agency TC table to include only those TCs used by the agency.

To use the Transaction Code table:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu (**Figure 5**), select ***NFC Tables***. The list of available NFC tables is displayed as a drop-down.
3. On the list of available NFC tables, select ***Transaction Codes***. A list of TCs is displayed on the left.

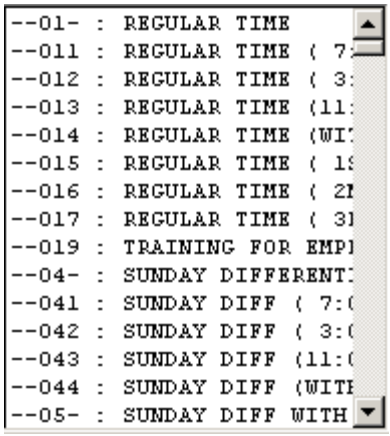


Figure 22. Transaction Code Table

4. Select the applicable TC to display the Transaction Code Maintenance window (**Figure 23**).

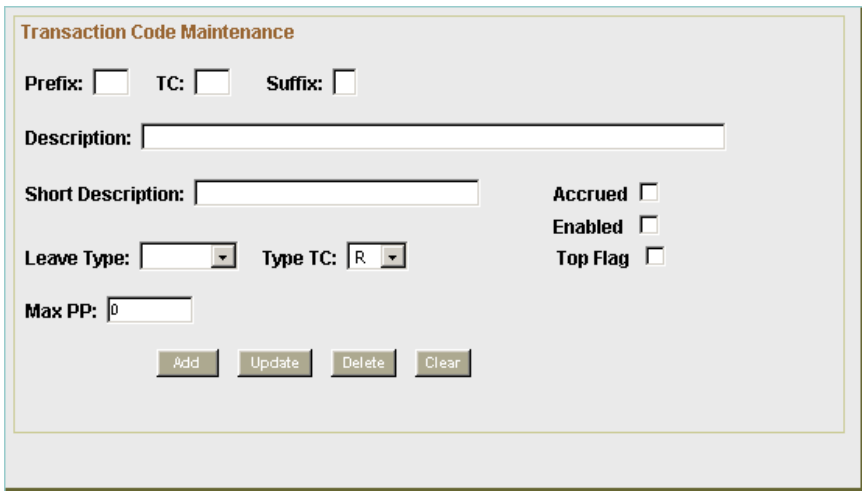


Figure 23. Transaction Code Maintenace window

5. To modify an existing TC, complete the fields as directed under **Transaction Code Maintenance Window Field Instructions**.

   OR

   To add a new TC, click **[Clear]** to clear the fields before completing the fields as directed under Transaction Code Maintenance Window Field Instructions.

6. Click **[Add]** to add the new TC.

   OR

   Click **[Update]** to update an existing TC.

   OR

   Click **[Delete]** to delete and existing TC.

7. To exit the Transaction Code Maintenance Table window (**Figure 23**), click the Contact Point button to return to the Contact Point List (**Figure 4**).

To customize the Transaction Code table to only include those TCs used by agency:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu, select ***NFC Tables***. The list of available NFC tables is displayed.
3. On the list of available NFC tables, select ***Transaction Codes***. The Transaction Code Maintenance table (**Figure 22**) is displayed.
4. Select the TC to be enabled.
5. Check the Enabled field to include the TC in the list of available TCs for a timekeeper(s) to use.

Transaction Code Descriptor Table

The Transaction Code Descriptor table (**Figure 24**) is used to select a Transaction Descriptor (TD) from the list. A TD is a code that is used in conjunction with specific TC(s)

on an employee's T&A. The entry of TDs is optional. When used, they allow agencies to enforce restrictions and limitations for special uses. TDs also provide a method to handle agency, Office of Personnel Management, and Congressional reporting needs. For a list of the describers and definitions, see the **Transaction Code Table**.

To use the TD table:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu, select ***NFC Tables***. The list of available NFC tables is displayed.
3. On the list of NFC tables, select ***TC Descriptors***. The list of available TC Descriptors (**Figure 24**) is displayed on the left.

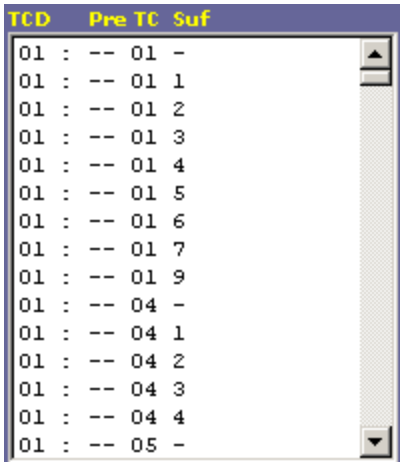


Figure 24. Transaction Code Descriptor list

To add/modify a TD:

1. On the Transaction Code Descriptor list (**Figure 24**), select the applicable TC. The TC Descriptor Maintenance window (**Figure 25**) is displayed.

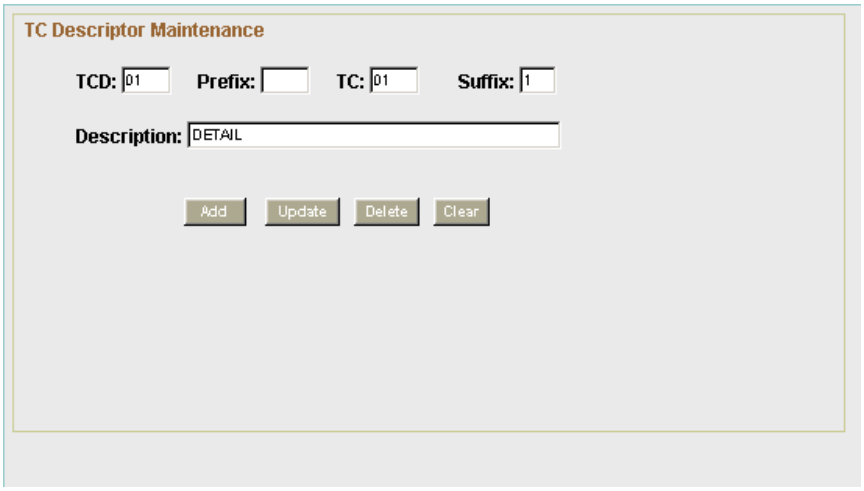


Figure 25. TC Descriptor Maintenance window

2. Complete the fields as directed under **TC Descriptor Maintenance Window Field Instructions**.

3. Click **[Add]** to add the new TD.

   OR

   Click **[Update]** to update an existing TD.

   OR

   Click **[Delete]** to delete an existing TD.

   OR

   Click **[Clear]** to clear the fields.

Pay Period Calendar

The pay period calendar is used to view pay periods along with the corresponding dates for the current year. The pay period calendar defaults to the current pay period and displays the pay dates for each pay period, (both electronic funds transfer and paper paychecks), along with Federal holidays.

To display and/or use the pay period calendar:

1. On any STAR 5.0 window, click the ***Pay Period Calendar*** link in the upper right-hand corner of the window. The Pay Period Calendar (**Figure 26**) is displayed.

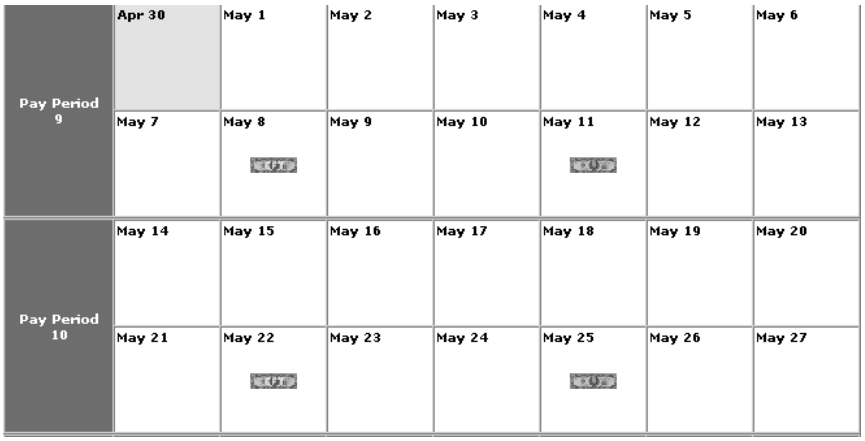


Figure 26. Pay Period calendar

2. Use the scroll bar to find the applicable pay period.

3. Click the down arrow to display pay periods for a year other than the current year.

4. Click **[X]** to close the Pay Period calendar (**Figure 26**) and return to the previous window.

Pay Period Maintenance

The Pay Period Maintenance window (**Figure 27**) is used by the NFC Administrator to add additional pay periods to STAR 5.0 as needed.

To add/delete a pay period:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu, select ***NFC Tables***. The list of available NFC tables is displayed.
3. Select ***Pay Period*** from the list of tables. The Maintain Pay Period window (**Figure 27**) is displayed.

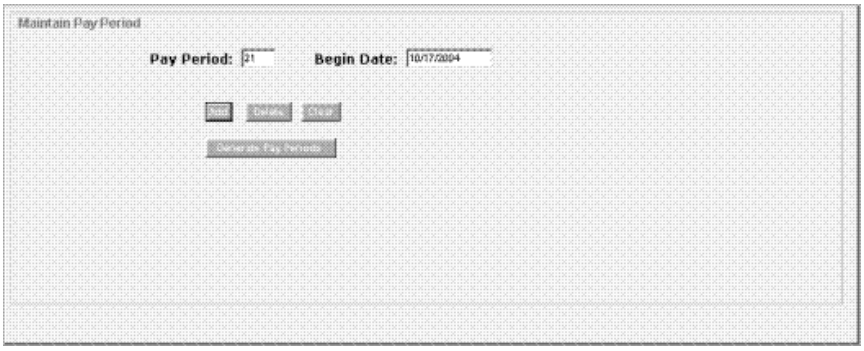


Figure 27. Maintain Pay Period window

4. Complete the fields as indicated under **Maintain Pay Period Window Field Instructions**.
5. Click **[Add]** to add the pay period.

   OR

   Click **[Delete]** to delete the pay period.

   OR

   Click **[Clear]** to clear the fields.
6. Click **[Generate Pay Periods]** after adding the information to generate the applicable pay period as needed.

Establishing/Updating Contact Points

The T&A contact point is used by NFC to identify the source of T&As being sent in for payment. The Agency Administrator can establish contact points in STAR 5.0. A contact point added in STAR 5.0 must be in accordance with the 10-position contact points listed in TMGT, Table 003, T&A Contact Point Name And Address.

To establish/update a contact point in STAR 5.0:

1. When logging into STAR 5.0 for the first time, a list of contact points (**Figure 4**) available to the user is displayed. If the user does not have access to any contact points, the message, *Search Returned No Results Please Try Again* is displayed.
2. To establish a new contact point, on the drop-down menu (**Figure 5**), select ***Add Contact Point***. The Contact Point tab (**Figure 28**) is displayed.

   OR

To update a contact point, select the applicable contact point on the Contact Point List. The applicable Contact Point tab (**Figure 28**) is displayed.

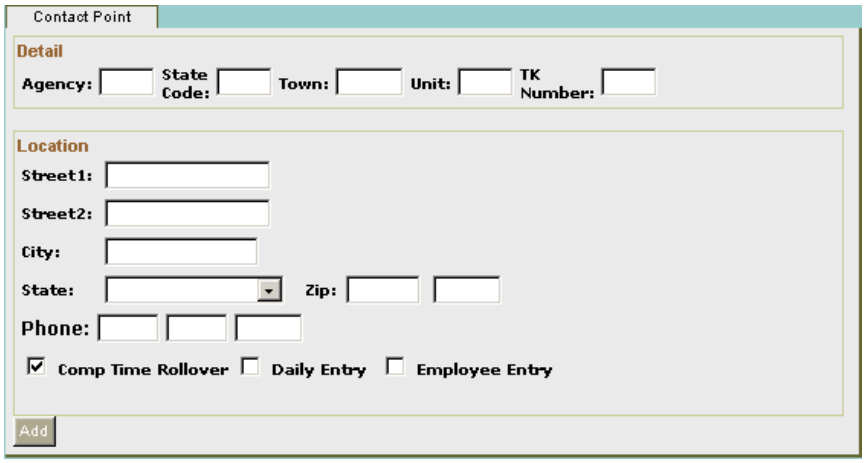


Figure 28. Contact Point tab

3. Select ***Contact Point/JCL***. The applicable Contact Point tab (**Figure 28**) is displayed.

4. On the Contact Point tab (**Figure 28**), complete the fields as indicated under **Contact Point Tab Field Instructions**.

5. Click **[Save]** to add the new contact point or save changes made to a contact point.

   OR

   Click **[Close]** to close the tab without saving any changes.

Moving An Employee From One Contact Point To Another

If an employee moves from one contact point to another, the Agency Administrator can move the employee to the new contact point.

To move an employee from one contact point to another:

1. On the Employee List (**Figure 6**), select the applicable employee to be moved.

2. Select ***Move Employees*** from the drop-down menu (**Figure 5**). The STAR Move Employees pop-up (**Figure 29**) appears.

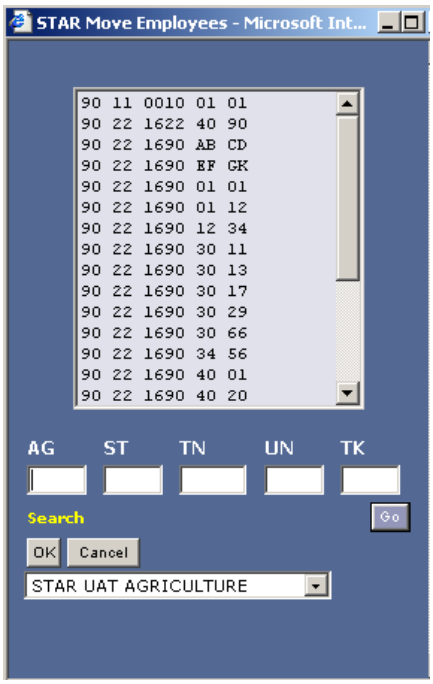


Figure 29. STAR Move Employees pop-up

3. Select the contact point that the employee is being moved to.

   OR

   Complete the fields as indicated under **STAR Move Employees Pop-up Field Instructions**.

4. Click **[Go]**.

Building JCL

JCL is used when transmitting T&As to NFC for processing. The Contact Point JCL option is used by the Transmitter to establish or change JCL. The JCL must reflect your agency's specifications to transmit files before data can be transmitted to NFC. All T&As must be submitted with JCL.

To build JCL:

1. On the drop-down menu, select ***Contact Point JCL***. The Contact Point JCL tab (**Figure 28**) is displayed.

2. Select ***Contact Point JCL***. The Contact Point JCL tab (**Figure 30**) is displayed.

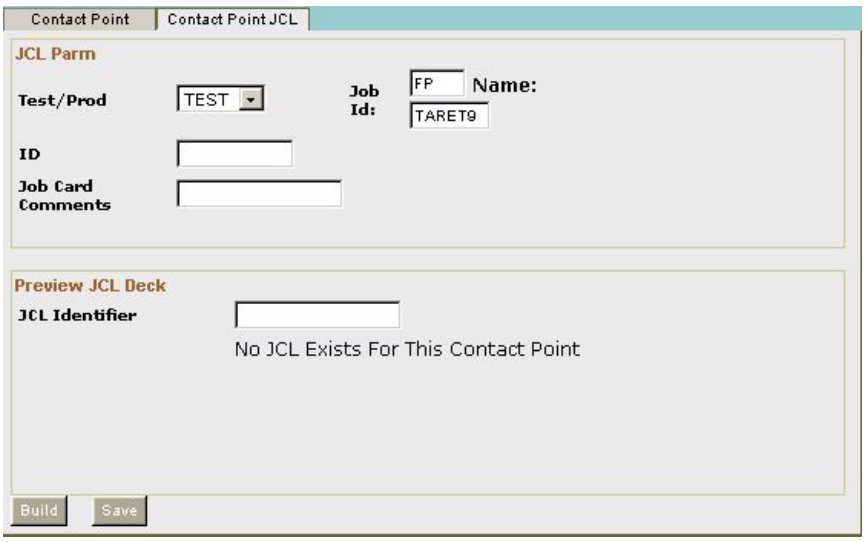


Figure 30. Contact Point JCL tab

3. Complete the fields as indicated under **Contact Point JCL Tab Field Instructions**.
4. Click **[Build]** to build the JCL.
5. Click **[Save]** to save the information that you entered.

   Note: If you have to exit the Contact Point JCL tab (**Figure 30**) before building, you can click **[Save]** to save the information entered.

Navigating The Contact Point List

If a timekeeper has access to more than one contact point, a Contact Point List (**Figure 4**) is displayed when he/she first logs on to STAR 5.0. The Contact Point List (**Figure 4**) contains a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control Language (JCL) has been established for that contact point. From the Contact Point List (**Figure 4**), the timekeeper can select the applicable contact point and navigate in STAR 5.0.

Note: You can return to the Contact Point List (**Figure 4**) at any time by clicking the Contact Point List link above the list displayed on the left-hand side of the active window.

To use the contact point list:

1. Log on to STAR 5.0. The Contact Point List (**Figure 4**) is displayed with a list of contact points available to the timekeeper. A corresponding drop-down menu (**Figure 5**) is also displayed listing the actions available to the timekeeper.
2. On the drop-down menu (**Figure 4**), select the applicable action. For instructions on the actions, see **STAR 5.0 Drop-down Menus**.

   OR

   Double click the applicable contact point to display the corresponding Employee List (**Figure 6**) for that contact point.

Importing T&As

For the first pay period that a timekeeper prepares T&As in STAR 5.0, he/she can import T&As from the Payroll/Personnel database. Once these records are imported into STAR 5.0, the timekeeper may begin working in STAR 5.0. Unless a timekeeper gains access to another contact point or a new employee whose T&A was not previously recorded in STAR 5.0, but was already in the Payroll/Personnel database, this is a one time function.

Note: This option is only used for new users. If a timekeeper used a previous Web-based version of STAR, the ***Import*** option should not be used. However, if the timekeeper previously used Client-based STAR, then the ***Import*** option must be used. This is also true of other T&A entry systems.

Note: If a timekeeper is either adding a new employee or is preparing T&As for employees not previously in the Payroll/Personnel database, the ***Import*** option does not work. The ***Add Employee*** option must be used for any employee(s) not previously in the NFC Payroll/Personnel database.

To import T&As:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the drop-down menu (**Figure 7**), click ***Select All*** to import all of the T&As for a contact point. The Import pop-up (**Figure 31**) appears.

   NOTE: To cancel ***Select All***, you can select ***Clear All*** from the drop-down menu (**Figure 7**).

   OR

   On the drop-down menu (**Figure 6**), select the T&A(s) to be imported and click ***Import***. The Import pop-up (**Figure 31**) appears.

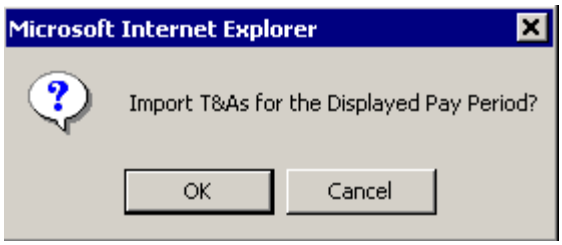


Figure 31. Import pop-up

3. On the Import pop-up, click **[OK]**.

   Note: The pay period mentioned in the pop-up is displayed in the upper left corner of the window.

4. After clicking **[OK]**, a pop-up (**Figure 32**) appears listing the number of T&As that were successfully imported.

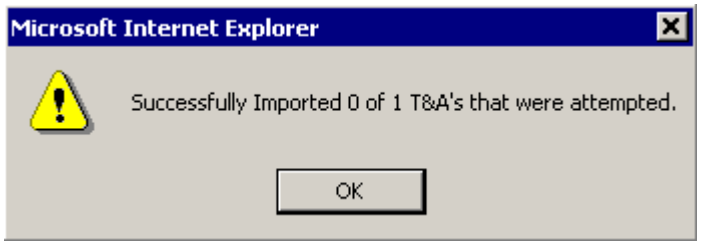


Figure 32. Successful Import pop-up

5. On the pop-up, click **[OK]** to return to the Contact Point List (**Figure 4**).

Rolling Over T&As

A timekeeper has the option of rolling over T&As from one pay period to the next. By doing this, all of the information recorded in STAR 5.0 for a given pay period is brought forward to the next pay period. When the ***Rollover*** option is selected, all T&As (for that contact point) that were successfully processed the previous pay period are marked for roll over.
The ***Rollover*** option is not available for only one employee or a select group of employees. The entire employee list for a contact point must be rolled over.

To roll over T&As:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.
2. Select ***Rollover*** from the drop down menu (**Figure 7**). The Rollover pop-up (**Figure 33**) appears asking the timekeeper whether or not you want to roll over from one pay period to another. The dates of the applicable pay periods are displayed with the question.

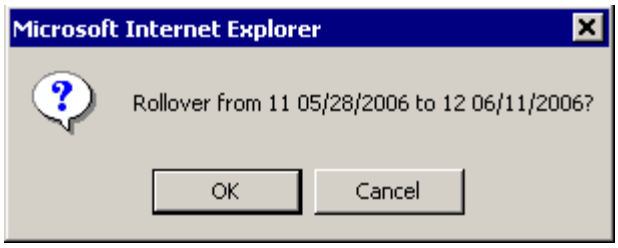


Figure 33. Rollover pop-up

3. On the Rollover pop-up (**Figure 33**), click **[OK]**. A message appears indicating the number of T&As successfully rolled over.
4. Click **[OK]** to accept the message and return to the Employee List (**Figure 6**) for the new pay period.

Adding A New Employee And/Or Updating The Employee's Detail Record

New employees may be added in STAR 5.0 when a timekeeper obtains a new employee at an agency (new hire) or an employee who was not previously in NFC's Payroll/Personnel

database. If a timekeeper obtains an employee who was previously in NFC's Payroll/Personnel database, an ***Import*** may be done for that employee. See **Importing T&As** for instructions on importing an employee into STAR 5.0. An employee's detail record may also be updated using this option.

Note: If a timekeeper attempts to add an employee who is already in NFC's Payroll/Personnel database, an error message will appear stating that *SSN Already Exists*; therefore, the timekeeper must do an ***Import***.

To add/update an employee detail record:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the drop-down menu (**Figure 7**), select ***Add Employee*** to add a new employee.

   OR

   Double-click the applicable employee on the Employee List (**Figure 6**) to update an employee record. The Employee Detail tab (**Figure 34**) is displayed.

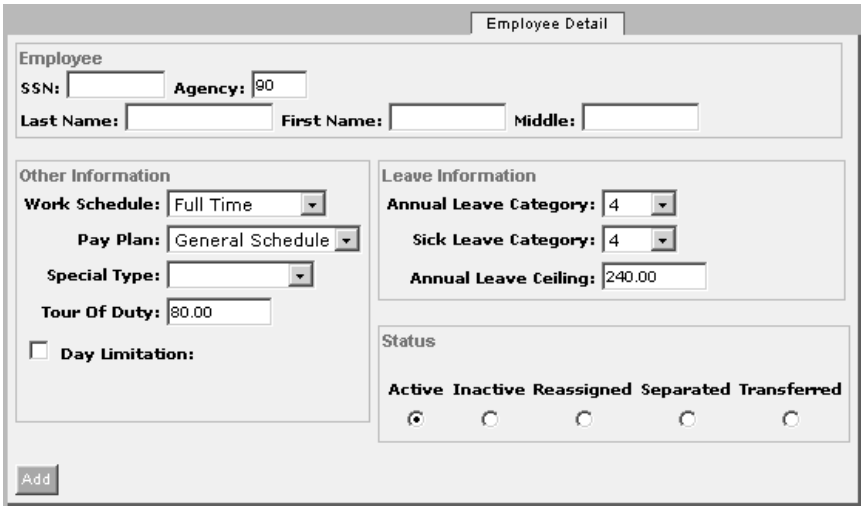


Figure 34. Employee Detail tab

3. Complete the fields as indicated under **Employee Detail Tab Field Instructions**.

4. If you are adding an employee, click **[Add]** to add the employee.

   OR

   Click **[Update]** to update the employee record.

   Note: You may also access the employee's biweekly T&A, header record, or leave account by selecting the other tabs.

Deleting An Employee

Timekeepers can delete an employee(s) in STAR 5.0 using the ***Delete Employee*** option on the drop-down menu (**Figure 7**).

To delete an employee:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the employee(s) being deleted. The Employee List (**Figure 6**) for that contact point is displayed.

2. Select the applicable employee to be deleted.

   Note: An employee cannot be deleted if there are any T&As for that employee, regardless of the pay period. Furthermore, if the employee has any verified or transmitted T&As, those T&As cannot be deleted; therefore, the employee cannot be deleted.

3. Select ***Delete Employee*** from the drop-down menu (**Figure 7**). A Delete The Selected Employee pop-up (**Figure 35**) appears.

Figure 35. Delete The Selected Employee pop-up

4. Click **[OK]** to delete the employee. A Successful Delete pop-up (**Figure 36**) appears.

   OR

   Click **[Cancel]** to cancel the delete.

Figure 36. Successful Delete pop-up

5. Click **[OK]** to exit the pop-up (**Figure 36**) and return to the Employee List (**Figure 6**).

Maintaining An Employee's Header

An employee's T&A header is used to maintain information on an employee. This record should always be checked when adding/importing a new employee.

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the Employee List, double-click the applicable employee.

3. Select the ***T&A Header*** tab. The T&A Header tab (**Figure 37**) is displayed.

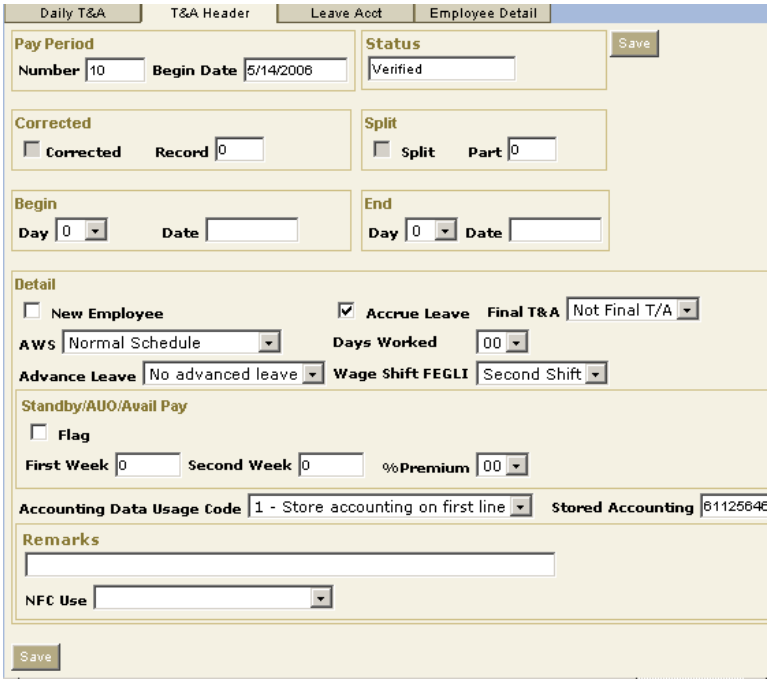


Figure 37. T&A Header tab

4. Complete the fields on the T&A Header tab as indicated under **T&A Header Tab Field Instructions**.

5. Click **[Save]** to save the changes.

Maintaining An Employee's Leave Account

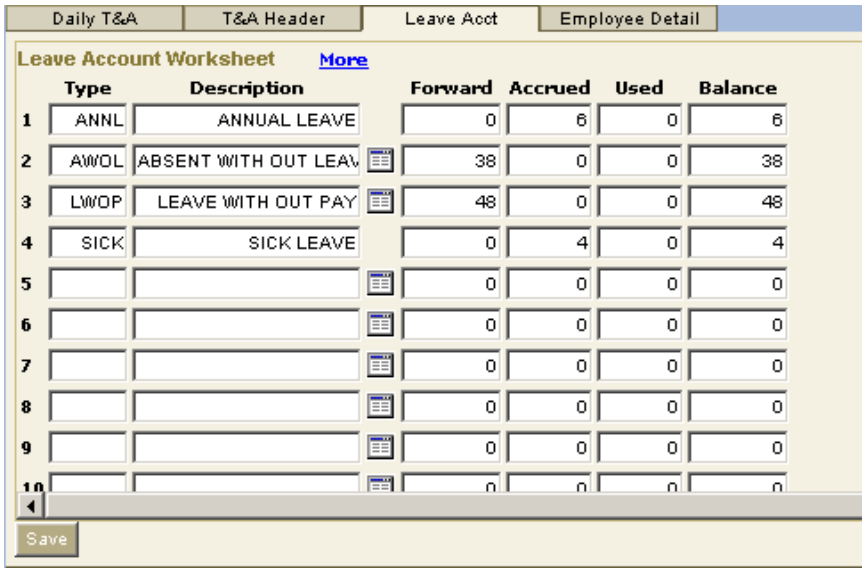
The timekeeper must maintain an employee's leave account. When an employee is imported into STAR 5.0, the employee's annual and sick leave balances are brought forward. All other leave types must be added. The leave account consists of leave brought forward from the prior pay period, leave earned during the current pay period, leave used for the processing pay period, and the leave balance to date.

To maintain an employee's leave account::

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the Employee List (**Figure 6**), double-click the employee for whom you wish to modify leave.

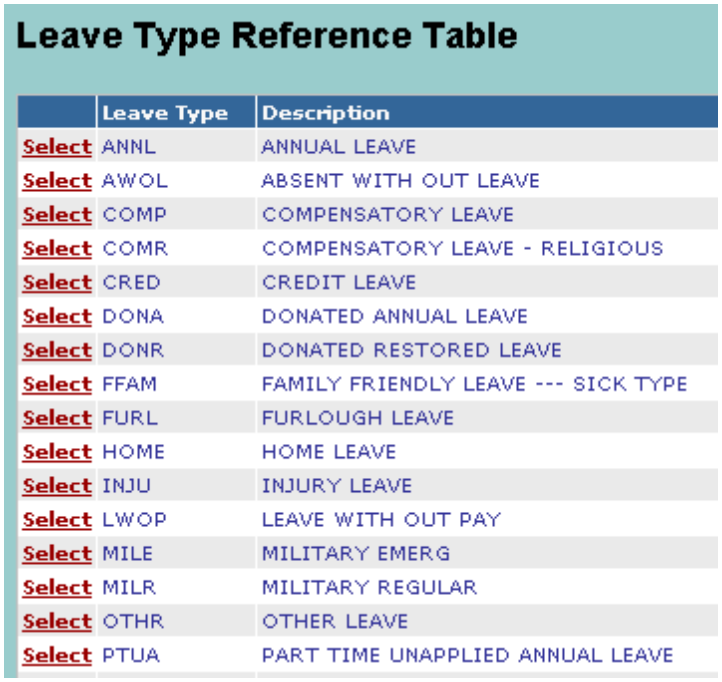
3. Select the Leave Acct tab. The Leave Acct tab (**Figure 38**) is displayed. The employee's annual and sick leave are generated on the Leave Account tab (**Figure 38**).



	Type	Description	Forward	Accrued	Used	Balance
1	ANNL	ANNUAL LEAVE	0	6	0	6
2	AWOL	ABSENT WITH OUT LEAV	38	0	0	38
3	LWOP	LEAVE WITH OUT PAY	48	0	0	48
4	SICK	SICK LEAVE	0	4	0	4
5			0	0	0	0
6			0	0	0	0
7			0	0	0	0
8			0	0	0	0
9			0	0	0	0
10			0	0	0	0

Figure 38. Leave Acct tab

4. To populate the other leave types applicable to that employee, click **[Select]** to display the Leave Type Reference table (**Figure 39**).



Leave Type Reference Table

	Leave Type	Description
Select	ANNL	ANNUAL LEAVE
Select	AWOL	ABSENT WITH OUT LEAVE
Select	COMP	COMPENSATORY LEAVE
Select	COMR	COMPENSATORY LEAVE - RELIGIOUS
Select	CRED	CREDIT LEAVE
Select	DONA	DONATED ANNUAL LEAVE
Select	DONR	DONATED RESTORED LEAVE
Select	FFAM	FAMILY FRIENDLY LEAVE --- SICK TYPE
Select	FURL	FURLOUGH LEAVE
Select	HOME	HOME LEAVE
Select	INJU	INJURY LEAVE
Select	LWOP	LEAVE WITH OUT PAY
Select	MILE	MILITARY EMERG
Select	MILR	MILITARY REGULAR
Select	OTHR	OTHER LEAVE
Select	PTUA	PART TIME UNAPPLIED ANNUAL LEAVE

Figure 39. Leave Type Reference Table

5. On the Leave Type Reference table (**Figure 39**), click **[Select]** to select the applicable leave type and return to the Leave Acct tab (**Figure 38**).

6. After selecting all of the applicable leave types for the employee, click **[Save]** to save the employee's leave information.

Running A Leave Error Report

The Leave Error Report is used to verify current leave balances in STAR 5.0 against current leave balances in the Payroll/Personnel database at NFC. The Leave Error Report is available in STAR 5.0, and is only available for the most recent pay period.

To run the Leave Error Report:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. On the drop-down menu (**Figure 5**), select the applicable contact point.
3. Select ***Leave Error Report***. The Leave Error report (**Figure 40**) is displayed.

Leave Error Report
Sensitive Personnel Data -- Use is Restricted
Contact Point: 90 22 1690 30 66 Employing Office: 5317 Date Prepared: 6/17/2006

Name	SSNO	SCD Date	A/L Cat	PP	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Cr	NFC Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	T&A Ending Balance
		08/05/73	8	11	ANN	1	166.25	128.00	163.75		130.50		8.00	40.00	137.50
		10/19/85	8	11	COMP	1	27.00	5.00			32.00				28.50 **
		01/23/97	6	11	ANN	1	240.00	66.00	73.50		232.50		6.00		272.50
		03/08/91	8	11	ANN	1	48.00	128.00	92.25		83.75		8.00		73.75
			8	11	COMP	1		1.00	1.00						2.50 **
		06/03/79	8	11	ANN	1	240.00	128.00	184.25		183.75		8.00	4.25	204.00
		01/20/85	8	11	SICK	1	210.75	44.00	35.00		219.75		4.00	.50	219.25
		08/27/74	8	11	COMP	1	1.25				1.25				1.50 **
		08/16/98	6	11	ANN	1	120.50	106.00	69.25		157.25		6.00	4.75	161.25
			6	11	SICK	1	29.25	44.00	17.50		55.75		4.00		63.75
		11/15/82	8	11	ANN	1	123.75	128.00	187.75	56.00	8.00		8.00	8.00	
		06/05/88	8	11	ANN	1	84.75	120.00	72.25		132.50		8.00	20.50	130.00
			8	11	COMP	1		4.00	4.00						3.00 **

Figure 40. Leave Error report

Leave Types

Advanced Leave

An employee may be granted:

- Advanced **annual** leave up to the number of hours to be accrued in the remainder of the leave year.
- Advanced **sick** leave up to a maximum of 240 hours.

Advanced leave should not be entered in STAR 5.0 until **after** you receive documentation to support the transaction. An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the employee's T&A Header tab must be properly coded. After the T&A Header tab is updated to allow the advanced leave, the T&A may be verified with a negative ending balance.

Annual Leave Ceiling

If the employee's Balance displayed on the Leave Account tab is greater than the value displayed in the Annual Leave Ceiling field, the Forward field is reset to the Annual Leave Ceiling value.

Annual Leave Category Change

When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab. If you forget to do this before transmitting the T&A, you must make the appropriate change and correct the applicable leave balances in STAR 5.0. You can make corrections to an employee's leave account at any time during the pay period.

Before updating an employee's annual leave category, you **must**:

- Receive a personnel action to support the category change.
- Update the Annual Leave Category field on the Employee Detail tab. The change is not displayed on the Leave Acct tab until the T&A is verified.

Compensatory Time For Travel

Employees who travel during nonwork time may earn compensatory time for time spent traveling. This time is to be taken as time off by the employee and not paid to the employee. Any unused compensatory time for travel will be forfeited by the employee after 26 pay periods.

Family Friendly Leave--Sick Type

The employee's family friendly leave balance is reset to **0** hours in STAR 5.0 at the beginning of the leave year. Family friendly leave is added to the balance for Family Friendly Leave--Sick Type on the Leave Acct tab as the employee uses it. The same amount is subtracted from the employee's Sick Leave balance. The Balance displayed increases instead of decreases as the employee uses family friendly leave because there is a maximum amount of family friendly leave that can be used. The employee is allowed to use family friendly leave until the value in the Forward field reaches 480 hours (12 weeks).

Family Care–General permits the use of up to 104 hours of sick leave for general health care purposes. Family Care–Extended permits the use of up to 480 hours of sick leave. However, the eligibility criteria for Family Care–Extended is much stricter. The usage of the two types combined may not exceed the 480 hour limit. For additional information, please review your agency policy or the OPM Web site at *www.opm.gov*.

Leave Category 6

Full-time employees in Leave Category 6 earn an additional 4 hours of annual leave during the last full pay period of the calendar year, for a total of 10 hours of annual leave. When an employee is in nonpay status or reaches a multiple of 80 hours of nonpay status during the last full pay period of the calendar year, the employee does not earn annual leave during the last full pay period of the calendar year; therefore, the employee does not earn the additional 4 hours. STAR 5.0 computes this automatically for employees in Leave Category 6 so that no action on the part of the user is necessary. This does not apply to a part-time employee because his/her leave accrual is based upon the number of hours worked.

Leave Discrepancies

Leave discrepancies should be resolved by preparing a leave audit and determining when the leave discrepancy occurred. If the leave error is within STAR 5.0, and the Payroll/Personnel database is correct, the discrepancy should be resolved in the current pay period. If the Payroll/Personnel database is incorrect, it must be resolved by submission of the T&A audit to the individual within your organization responsible for TINQ adjustments.

Military Leave

STAR 5.0 records military leave in hours. A full-time employee eligible for military leave receives 120 hours of military leave each fiscal year. 120 hours of military leave may be carried over from one fiscal year to the next. The maximum amount of military leave that an employee may have is 240 hours (120 hours carried over from the previous fiscal year and 120 hours from the current fiscal year). Timekeepers should keep track of any military leave carried over in the Remarks field.

IRIS Program IR138, Regular Military Leave, displays the balance and usage in ascending order.

Nonpay Status

If an employee is on Leave Without Pay (LWOP) for an entire pay period, but a personnel action has not been processed on him/her, the timekeeper must prepare a T&A and transmit it to document the employee's status for the pay period. If a personnel action has been processed on the employee, there is no need for the timekeeper to prepare a T&A. If a personnel action was processed, and the employee returns to duty, the timekeeper would select ***Add T&A*** from the Select An Action (For The Employee List) drop-down menu. The Add A T&A For The Selected Employee pop-up appears. Click **[OK]**. A new T&A is then created to return the employee to duty.

When a full-time employee is in nonpay status or reaches a multiple of 80 hours of nonpay status (any combination of LWOP, absent without official leave (AWOL), suspension, furlough, etc.) during a pay period, the employee does not earn annual leave or sick leave for that pay period. STAR 5.0 computes this automatically so that no action on the part of the user is necessary. If the multiple of 80 hours is reached during the last full pay period of the calendar year and the employee is in Leave Category 6, the employee does not earn the additional 4 hours of annual leave earned by Leave Category 6 employees during the last full pay period of the calendar year. This reduction in accruals does not apply to a part-time employee because his/her leave accrual is based upon time in pay status each pay period.

Other Leave

Other leave is used to record the following types of leave:

- **Jury Duty**. An employee is eligible to receive court leave when serving on a jury. The employee must present documentation of jury duty. Any money received for jury duty must be returned to the agency.
- Examination.
- Funeral.
- **Witness**. When an employee is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party.

Note: When an employee is summoned as a witness in a judicial proceeding in an official capacity on behalf of the Federal government, the employee is on official duty, not court leave. Also, serving as a witness in a personal capacity (traffic, divorce, custody, etc.) is not covered.

- **Voting**. Employees may be granted time off from work (without charge to leave) to vote in Federal, State, local, or municipal elections or for any civic matter in the employee's community.

  This is rarely granted due to the fact that polling places are typically open for extended periods of time. Leave for voting is usually only granted when the polls are not open at least three hours before or three hours after an employee's regular work hours. When this leave is granted, an employee may be allowed to arrive at work three hours after the polls open or leave three hours before the polls close, whichever requires the least amount of time away from work.

  Also, if an employee's voting place is beyond the normal commuting distance and absentee voting is not permitted, the employee may be granted an excused absence from work (not to exceed one day) to make the trip to the voting place to cast a ballot. If the employee needs more than one day, the employee must then request annual leave or LWOP for the additional time away from work.

- Federal Holiday.
- Transfer of Official Station.
- **Court (Other than Jury Duty or Witness)**. If an employee serves as a witness for the Federal, State, or local government, that employee is entitled to receive court leave. Any money received for appearing as a witness must be returned to the agency.
- State or Local Holiday
- Administrative Leave
- **Hazardous Weather Dismissal**. This is leave paid to employees who are dismissed and/or excused from work due to hazardous weather conditions (i.e., hurricanes, snow, etc.) without charge to the employee's leave.
- **Bone Marrow/Organ Donor**. An employee may use up to 7 days of paid leave for bone marrow donation, and up to 30 days of paid leave for organ donation when the employee is donating the organ (not receiving the organ).

  Note: Use of Other Leave for bone marrow/organ donation does not affect an employee's annual and/or sick balance.

When recording Other Leave, use TC66, Other Leave. The type of leave is not displayed when this TC is used (unless a TC Descriptor is used in conjunction with TC66). The timekeeper can make a note of the type of Other Leave in the Remarks field if desired.

Religious Compensatory Time

STAR 5.0 tracks religious compensatory time in an account separate from compensatory time. If an employee does not pay back his/her religious compensatory time in the time frame established by the agency, an update must be made changing the un-repayed time from religious compensatory time to an alternate type of leave (i.e., annual leave, regular

compensatory time, credit leave, or LWOP). Because annual leave and/or regular compensatory time are used to pay back owed religious compensatory time, the annual leave and/or regular compensatory time balance must also be adjusted in the Forward field.

Restored Annual Leave

When restoring annual leave, the amount of hours being restored is entered under the RSTR Restored Leave category in the Forward field. Do not enter this amount until Pay Period 2. You must wait until Pay Period 1 processing is complete to avoid any leave errors. An action must be entered in EPIC, or FESI before entering the restored leave. Also, if leave is restored for more than one leave year, you must track the balances in the Remarks field on the T&A Header tab in order to keep separate balances for each leave year. Do not use TC63, Restored Annual Leave, until the employee uses the restored leave.

Time Off Awards

Time off awards should be entered on the employee's Leave Account in the pay period in which they are processed in the Payroll/Personnel System. Do not use Prefix 61, TC66, Time Off Award, until the employee uses the award.

If a time off award is not used by the agency-specified timeframe, it the responsibility of the timekeeper to reset the balance accordingly.

Employee Entry

Only those agencies that have elected employee entry when requesting access to STAR 5.0 have the option of employee entry. This is controlled on a contact point basis and is done through the Contact Point tab (**Figure 28**).

For more information on the employee entry option, see the ***Help*** feature in EPP.

Timekeeper Entry

The Biweekly T&A tab and the Daily T&A tab are used by the timekeeper in T&A preparation. In the event that an agency is using the employee entry option, and the employee is unavailable, the timekeeper for that contact point can enter that employee's T&A for the pay period.

For more information see:

Refreshing The Employee List

Preparing A Biweekly T&A

Preparing A Daily T&A

Returning A T&A To An Employee

Using The Default Schedule

Using The Accounting Favorites

Using The Show All T&As/Show T&A Option

Preparing A Split T&A

Merging A Split T&A Back Into One T&A

Preparing A Corrected T&A

Deleting A T&A

Refreshing The Employee List

The ***Refresh*** option is used to refresh the employee list by clearing the employee record currently displayed and returning the timekeeper to the employe list.

To refresh the employee list:

1. With an employee detail record displayed, select ***Refresh*** from the drop-down menu(**Figure 7**). The Employee List (**Figure 6**) is display with no employee detail record displayed.

Preparing A Biweekly T&A

T&As are prepared for employees for each two week pay period. These T&As are prepared, verified, printed, and signed by the timekeeper; employee; and supervisor before transmission to NFC may occur. The Biweekly T&A tab (**Figure 41**) is used to prepare these T&As.

To prepare an employee's biweekly T&A:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being importing. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the Employee List (**Figure 6**), double-click the employee for whom you wish to prepare the T&A.

3. Select the Biweekly T&A tab. The Biweekly T&A tab (**Figure 41**) is displayed.

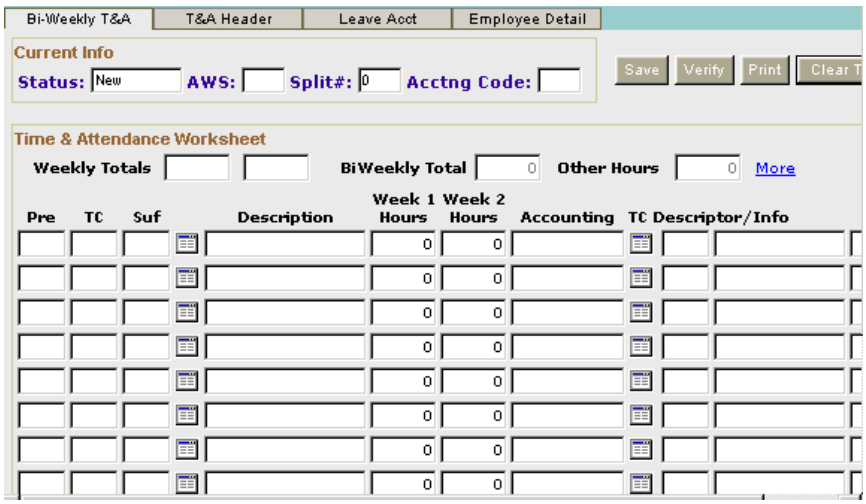


Figure 41. Biweekly T&A tab

4. Complete the fields as indicated under **Biweekly T&A Tab Field Instructions**.

   Note: If you need more lines than are displayed on the T&A, you can click **[More]** to display additional lines. If you click **[More]**, you will need to use the scroll bar to navigate on the T&A. You can also click **[Less]** if you do not need the additional lines.

   Note: You can click **[Select A Transaction Code From The List]** to display the TC table to select a TC for the line.

   OR

   You can click **[Select A Descriptor For This Transaction Code]** to display a descriptor for the TC.

5. Click **[Save]** to save the information entered on the T&A. This option is used if a timekeeper has not completed the T&A and needs to close the T&A and return to it later. This option does not verify the T&A, it only saves data that has already been entered.

   OR

   Click **[Verify]** to verify the T&A. This option is used to verify the T&A after all of the information has been entered by the timekeeper. A T&A must be verified before it can be printed and signed by the appropriate parties. You must click **[Save]** before clicking **[Verify]**. If you attempt to **[Verify]** before saving, an error message will appear. If there is an error on the T&A (i.e., the Biweekly Total does not equal **80** hours for a full-time employee), a message will appear at this time. All errors must be resolved before a T&A can be verified.

   OR

   Click **[Print]** to print the T&A. This option is used after a T&A has been verified. For instructions on using this option, see **Print T&As**. The T&A should only be transmitted after it has been printed and signed by the timekeeper, employee, and supervisor.

   OR

   Click **[Clear]** to clear the T&A. This option is used to erase all data entered on the T&A.

   OR

Select a TC to be deleted and select ***Delete***. After selecting ***Delete***, you must click **[Save]** to save the deletion. This deletes the TC and the line. This does not delete the entire T&A.

Preparing A Daily T&A

The ***Daily Entry*** option is a check box that is used by the timekeeper for daily timekeeping. This check box is selected on the Contact Point tab (**Figure 28**) from the ***Contact Point/JCL*** option. The Daily T&A tab (**Figure 42**) is used for this.

There is a drop-down menu (**Figure 10**) on the Daily T&A tab (**Figure 42**) that allows the timekeeper to ***Show Weekends***, ***Hide Weekends***, ***Hide Week One***, ***Hide Week Two***, or ***Reset Display***..

To prepare an employee's daily T&A:

1. On the Contact Point List (**Figure 4**), select the applicable contact point.
2. Select ***Contact Point/JCL Detail***. The Contact Point tab (**Figure 28**) for that contact point is displayed.
3. On the Contact Point tab (**Figure 28**), check the Daily Entry box. The applicable contact point is now available for daily T&A entry.
4. Double click the applicable Contact Point on the Contact Point List (**Figure 4**). The Employee List (**Figure 6**) for that Contact Point is displayed.
5. Double click the first employee for which you are going to prepare a T&A. The Daily T&A tab (**Figure 42**) for that employee is displayed.

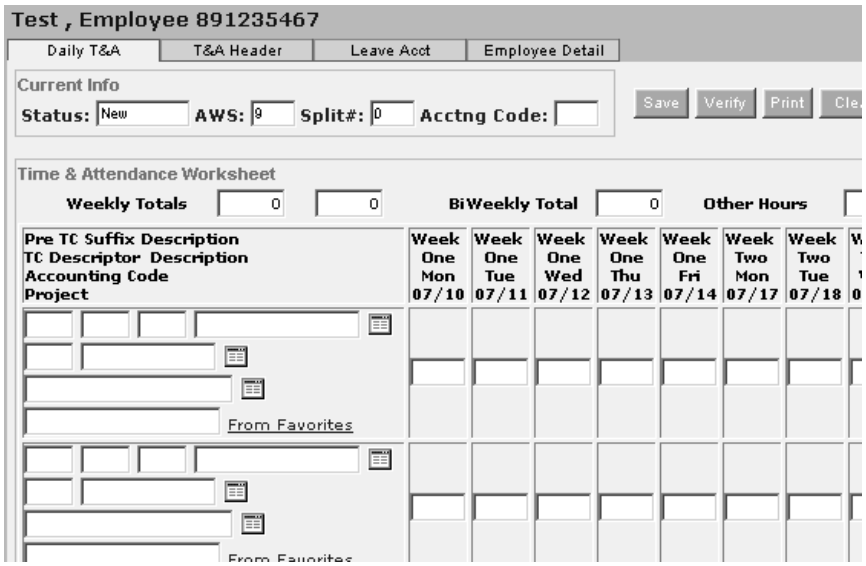


Figure 42. Daily T&A tab

6. Complete the fields as indicated under [Daily T&A Tab Field Instructions](#).
7. Click **[Save]** to save the data.

OR

Click **[Verify]** to verify the T&A.

OR

Click **[Print]** to print the T&A.

OR

Click **[Clear]** to clear the fields.

Returning A T&A To An Employee

If an agency is electing to use the Time Manager option in EPP for daily employee entry, the timekeeper returns the T&A to the employee after reviewing the T&A if an error exists. This allows for the employee to modify the T&A and re-submit the T&A to the timekeeper for further review.

To Return A T&A To An Employee:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), double-click the applicable contact point. The Employee List (**Figure 6**) for that contact point is displayed.
2. Select ***Contact Point/JCL Detail***. The Contact Point tab (**Figure 28**) for that contact point is displayed.
3. On the Contact Point tab (**Figure 28**), check the Employee Entry box. The applicable contact point is now available for employee T&A entry.
4. Double click the applicable Contact Point on the Contact Point List (**Figure 4**). The Employee List (**Figure 6**) for that Contact Point is displayed.
5. On the drop-down menu (**Figure 7**), select ***Return To Employee***. The Return To Employee pop-up (**Figure 43**) appears.

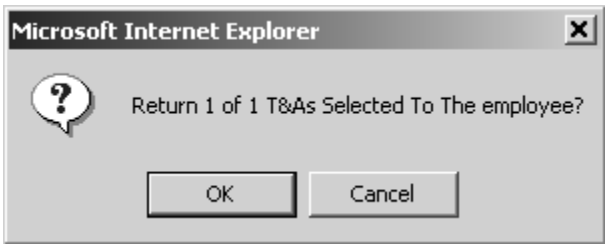


Figure 43. Return To Employee pop-up

6. Click **[OK]**. The T&A is now returned to the employee.

Using The Default Schedule

Timekeepers can set up a default schedule for employees if they use the daily entry option in STAR 5.0.

To Use The Default Schedule:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point.

2. Select ***Contact Point/JCL Detail***. The Contact Point tab (**Figure 28**) for that contact point is displayed.

3. On the Contact Point tab (**Figure 28**), check the Employee Entry box. The applicable contact point is now available for employee T&A entry.

4. Double click the applicable Contact Point on the Contact Point List (**Figure 4**). The Employee List (**Figure 6**) for that Contact Point is displayed.

5. Select the applicable employee.

6. On the drop-down menu (**Figure 7**), select ***Default Schedule***. The Default Schedule pop-up (**Figure 36**) appears.

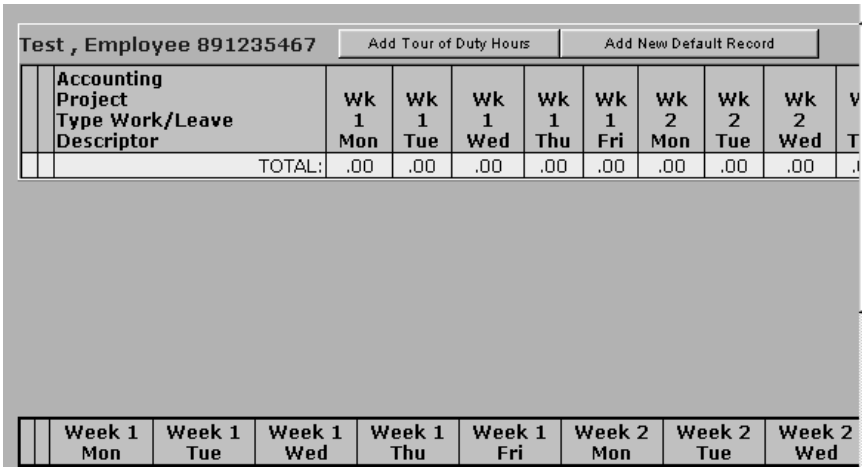


Figure 44. Default Schedule pop-up

7. Click **[Add Tour Of Duty Hours]**. The Add Tour Of Duty Hours pop-up (**Figure 45**) appears.

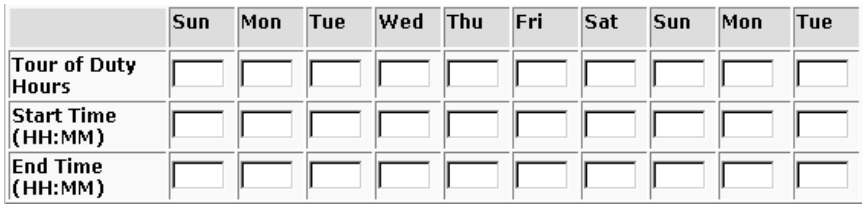


Figure 45. Add Tour Of Duty Hours pop-up

8. Complete the fields as indicated under **Add Tour Of Duty Hours Pop-up Field Instructions**.

9. Click **[Save]**. The employee's tour of duty is saved on the employee's default schedule.

   OR

   Click **[Clear]** to clear the fields.

   OR

   Click **[Cancel]** to cancel the action and return to the Default Schedule pop-up (**Figure 44**).

Using The Accounting Favorites

Timekeepers can set up accounting favorites from the accounting code table if they use the daily entry option in STAR 5.0.

To Use The Accounting Favorites:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point.
2. Select ***Contact Point/JCL Detail***. The Contact Point tab (**Figure 28**) for that contact point is displayed.
3. On the Contact Point tab (**Figure 28**), check the Employee Entry box. The applicable contact point is now available for employee T&A entry.
4. Double click the applicable Contact Point on the Contact Point List (**Figure 4**). The Employee List (**Figure 6**) for that Contact Point is displayed.
5. Select the applicable employee.
6. On the drop-down menu (**Figure 7**), select ***Accounting Favorites***. The Accounting Favorites pop-up (**Figure 46**) appears.

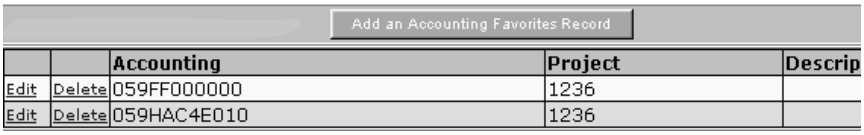


Figure 46. Accounting Favorites pop-up

7. Click **[Add Accounting Favorites Record]**. The Add Accounting Favorites Record pop-up (**Figure 47**) appears.

Figure 47. Add Accounting Favorites Records pop-up

8. Complete the fields as indicated under **Add Accounting Favorites Pop-up Field Instructions**.
9. Click **[Save]**.

   OR

   Click **[Clear]** to clear the fields.

   OR

   Click **[Cancel]** to cancel the action and return to the Accounting Favorites pop-up (**Figure 46**).

Using The Show All T&As/Show T&A Option

The ***Show All T&As*** option is used to show all T&As for an employee on the Employee List (**Figure 6**), and the ***Show T&A*** option is used to show one T&A for the selected employee. You can also use this option with an employee selected.

To use the Show All or Show T&A option:

1. On the Employee List (**Figure 6**), select the applicable employee.
2. On the drop-down menu (**Figure 7**), select ***Show All T&As***. The list of T&As for that employee (**Figure 48**) is displayed.

   OR

   On the drop-down menu (**Figure 7**), select ***Show T&A***. The current T&A for that employee is displayed.

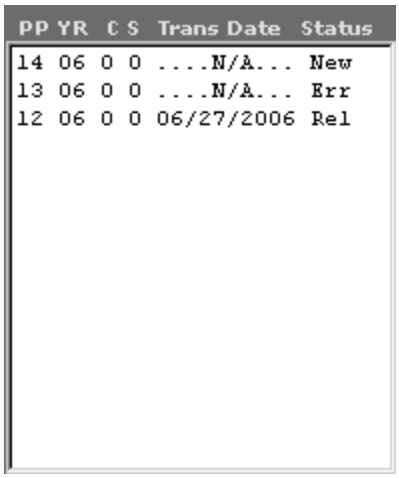


Figure 48. Show All T&As

3. Double click the applicable pay period to display the desired T&A.

To use the Show All option with an employee selected:

1. On the Employee List (**Figure 6**), select the applicable employee.
2. On the drop-down menu (**Figure 7**), select ***Show All T&As***. An additional drop-down menu (**Figure 11**) is displayed.
3. Select ***Change Contact Point*** to change the contact point for the selected employee. See the ***Move Employees*** option for more information on changing an employee's contact point.

   OR

   Select ***Clear All*** to clear the current selection on the employee list.

   OR

   Select ***Employee List*** to display the employee list for the selected contact point.

   OR

   Select ***Print Biweekly*** to print the biweekly T&A for the selected employee on the employee list.

Preparing A Split T&A

The ***Split T&A*** option is used to prepare a split T&A, therefore creating two separate T&As. A split T&A is prepared when a change occurs during the pay period and different variables

are applied to part of the pay period (i.e., LWOP balance). A split T&A requires the completion of 2 T&A's. When preparing a split T&A, select the applicable day before the change was effective in the Split Part 1 End Day box and the effective day of the change in the Split Part 2 Begin Day box.

A change in any of the following occurrences are examples of when a split T&A is prepared. These are not the only instances. Other situations could arise that would result in a split T&A.

A change in:

- Work schedule
- Service Year
- Start Date
- Master Record Number
- Individual Position Number
- Pay Plan
- Occupational SeriesGradeStepBase Salary (Schedule Salary)
- Salary Rate Code
- Pay Rate Determinant Code
- Save Grade Expiration Date
- Duty Station
- Tour-of-Duty Hours
- Type of Appointment Code
- Special Employment Code
- COLA/Post Differential Code
- Wage Board Shift Rate
- Annuitant Share
- Cooperator or State Share of Salary
- Hourly Cooperator Agreement Rates-Overtime
- Hourly Cooperative Agreement Rates-Holiday
- Quarters Deduction Code
- Quarters Deduction Amount
- FLSA CodeEmploying Office
- Employment for an employee who works for two different agencies within the pay period.

The following instances are examples of when a split T&A **may** be required:

- A return to duty action or an extended LWOP is effective on any day other than Day 1, 2, 13, or 14 of the pay period.
- Emergency military leave and/or AWOP is used in the last pay period of the calendar year.
- Employee is in nonpay status during the last pay period of the leave year.
- Regular military leave is used in the last pay period of the fiscal year.
- A new fiscal year begins on any day of the pay period other than Day 1.
- U.S. Customs Service employees are coded in the database with **Y** in the Customs Officer's Pay Reform Status field.

Note: If either part of the split T&A contains an error, both parts of the T&A will reject. When transmitting a split T&A, both T&As (Part 1 and Part 2) must be transmitted at the same time.

To prepare a split T&A:

1. Select the applicable employee from the Employee List (**Figure 6**).
2. From the drop-down (**Figure 7**), select ***Split T&A***. The Split End And Start pop-up (**Figure 49**) appears.

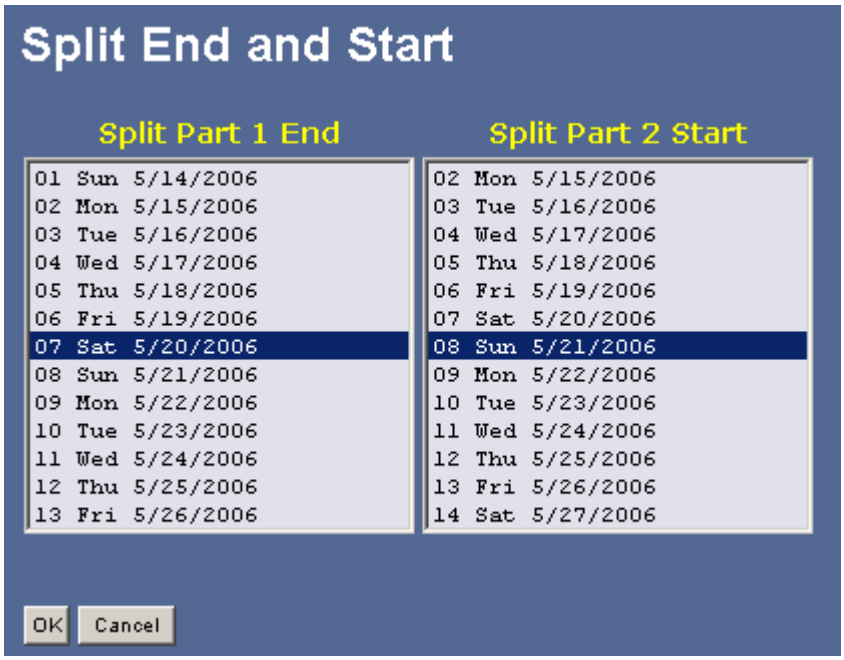


Figure 49. Split End And Start pop-up

3. Complete the fields as indicated under **Split End And Start Pop-up Field Instructions**.
4. Click **[OK]** to confirm your selection and continue with the Split T&A process. You are returned to the Biweekly T&A tab (**Figure 41**) or the Daily T&A tab (**Figure 42**) with a **1** displayed in the Split # field.
5. Complete Split #1.

6. Click **[Save]** to save the information entered on Split #1.
7. Select Split #2 from the employee's list of T&As. Split #2 is displayed.
8. Complete Split #2.
9. Click **[Save]** to save the information entered on Split #2.
10. On Split #2, click **[Verify]** to verify both Split #1 and Split #2. Both T&As will be verified. If you attempt to **[Verify]** after completing Split #1, an error message will appear. Both parts must be completed before both T&As can be successfully verified. You do not have to go back and click **[Verify]** on Split #1. Clicking **[Verify]** on Split #2 verifies both parts.

Merging A Split T&A Back Into One T&A

The Merge T&A option is used to merge a split T&A back into one T&A (i.e., a timekeeper inadvertently prepared a split T&A when it was not necessary).

To merge a split T&A:

1. Select the applicable employee from the Employee List (**Figure 6**).
2. Select the split T&A to be merged.
3. Click ***Merge T&A***. The Merge T&A pop-up (**Figure 50**) appears.

Figure 50. Merge pop-up

4. Click **[OK]** to merge the T&As. The T&As are now merged back into one T&A. Only the data from Split #2 is retained.
5. Enter the Split #1 data because the Split #2 data is displayed on the T&A after the merge is performed.
6. Click **[Save]** to save the information.
7. Click **[Verify]** to verify the T&A.

Preparing A Corrected T&A

Once a T&A has been transmitted, you must prepare a corrected T&A to make any changes to the T&A. Corrected T&As may be submitted up to 26 pay periods after the original T&A was transmitted.

To prepare a corrected T&A during the current T&A processing cycle:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point. The Employee List for that contact point is displayed.
2. Double-click the applicable employee from the Employee List (**Figure 6**).

Figure 51. Correct pop-up

3. On the drop-down (**Figure 7**), select ***Correct T&A***. The Correct pop-up (**Figure 51**) appears.
4. On the Correct pop-up (**Figure 51**), click **[OK]**. The employee's Biweekly T&A (**Figure 41**) or Daily T&A (**Figure 42**) is displayed.
5. Make the applicable corrections.
6. Click **[Save]** to save the information.
7. Click **[Verify]** to verify the information.
8. After the T&A is printed and signed by the timekeeper, employee, and supervisor, transmit the corrected T&A.

   NOTE: Multiple corrected T&As may be prepared for a given pay period; however, each corrected T&A must be transmitted before a subsequent corrected T&A may be prepared.

To prepare a corrected T&A for a prior pay period:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), double-click the applicable contact point. The Employee List (**Figure 6**) for that contact point is displayed.
2. On the drop-down (**Figure 7**), click ***Pay Period List*** to display a list of available pay periods. Corrected T&A(s) may be submitted for up to 26 pay periods after the original T&A was transmitted.
3. Select the applicable pay period from the list.
4. Click **[GO]** to retrieve the applicable pay period records.
5. Select the applicable employee.
6. On the drop-down (**Figure 6**), select ***Correct T&A***. The Correct pop-up (**Figure 51**) appears.

7. On the Correct pop-up (**Figure 51**), click **[OK]**. The employee's Biweekly T&A (**Figure 41**) or Daily T&A (**Figure 42**) is displayed.

8. Make the applicable corrections.

9. Click **[Save]** to save the information.

10. Click **[Verify]** to verify the information.

11. After the T&A is printed and signed by the timekeeper, employee, and supervisor, transmit the T&A.

    NOTE: Multiple corrected T&As may be prepared for a given pay period; however, each corrected T&A must be transmitted before a subsequent corrected T&A may be prepared.

Deleting A T&A

Timekeepers can delete T&A(s) only in *N/A*, *New*, *In Progress*, or *Error* status. T&As cannot be deleted if they are *Verified*, *Released*, or *Transmitted*.

To delete a T&A:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the employee whose T&A is being deleted. The Employee List (**Figure 6**) for that contact point is displayed.

2. Select the applicable employee whose T&A is being deleted.

   Note: An employee cannot be deleted if there are any T&As for that employee, regardless of the pay period. Furthermore, if the employee has any verified or transmitted T&As, those T&As cannot be deleted; therefore, the employee cannot be deleted.

3. Select ***Delete T&A*** from the drop-down (**Figure 7**). A Delete The Selected Employee's T&A pop-up (**Figure 52**) appears.

Figure 52. Delete The Selected Employee's T&A pop-up

4. Click **[OK]** to delete the T&A. A T And A Successfully Deleted pop-up (**Figure 53**) appears.

   OR

   Click **[Cancel]** to cancel the delete.

Figure 53. T And A Successfully Deleted pop-up

5. Click **[OK]** to exit the pop-up (**Figure 53**) and return to the T&A list.

Printing T&As

After T&As are entered and verified by the timekeeper, they are ready to be printed. Agencies must retain the printed T&As in a secure manner. Only T&As that have been verified should be printed for signature.

Note: You can print from the Employee List (**Figure 6**) at any time by clicking the print link above the Employee List (**Figure 6**).

To print T&As:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), double-click the applicable contact point. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the drop-down menu (**Figure 7**), click ***Select All*** to print all of the T&As for the list of employees.

   NOTE: To cancel ***Select All***, you can select ***Clear All*** from the drop-down menu (**Figure 7**).

   OR

   Select only those T&As to be printed (i.e., some T&As may not be verified; therefore, they would not be ready for print, review, and signature).

3. On the drop-down menu (**Figure 7**), click ***Print Selected T&As***. The Print Stored Accounting pop-up (**Figure 54**) appears.

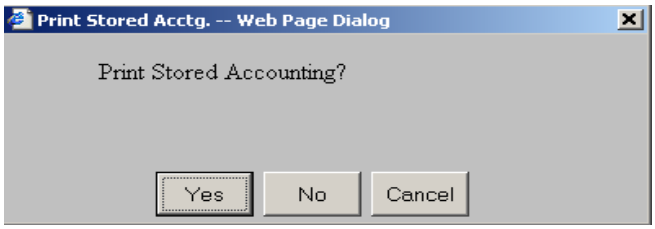


Figure 54. Print Stored Accounting pop-up

4. On the Print Stored Accounting pop-up (**Figure 54**), click **[Yes]** to print any applicable stored accounting. A Print T&A window (**Figure 55**) is displayed.

NAME:		SSN#:		T & A PAY PERIOD:	
T & A CONTACT POINT:	90 22 1690 30 66		FT	PAY PERIOD	
ALT WORK SCHD:	Normal				

TRANS CODE	TRANS NARRATIVE	TRANS $	WEEK 1	WEEK 2	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7	SUN 8	MON 9	TUE 10	WE 11
01	REGULAR TIME		40.00	40.00		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.0
WEEKLY HOURS IN PAY STATUS			40.00	40.00											
TOTAL HOURS IN PAY STATUS				80.00											
WEEKLY OTHER HOURS			0.00	0.00											
TOTAL OTHER HOURS				0.00											

ANNUAL LEAVE CATEGORY:	8
SICK LEAVE CATEGORY:	4
CEILING:	240.0
REMARKS	
PAY PERIOD:	14
BEGIN DATE:	07/09/2006
END DATE:	07/22/2006

LEAVE RECORD

TYPE	BALANCE FORWARD	ACC
ANNL	158.00	8.00
SICK	54.00	4.00

CERTIFIED		EMPLOYEE		SUPERVISO

Figure 55. Print T&A window (for a Daily T&A)

OR

Click **[No]** if you do not wish to print Stored Accounting on the printed T&A. A Print T&A window (**Figure 55**) is displayed.

OR

Click **[Cancel]** to return to the Employee List (**Figure 6**).

5. The Print T&A window (**Figure 55**) displays all of the T&As (in the print format) for a contact point. You can scroll through the T&As to be printed.

   OR

   From the employee's Biweekly T&A tab (**Figure 41**) or Daily T&A tab (**Figure 42**), click **[Print]** The Print T&A window (**Figure 55**) is displayed.

6. Click **[Print]** to print the T&A(s).

Transmitting T&As

After T&A(s) have been verified, printed, and signed, they are ready to be transmitted to NFC. T&As should be transmitted by the close of business on Tuesday following the end of the pay period. The ***Transmission Results*** option can be used to check the status of transmitted T&A(s).

Note: You can transmit from the Employee List (**Figure 6**) at any time by clicking the transmit link above the Employee List (**Figure 6**).

To transmit T&As:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), double-click the applicable contact point. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the drop-down (**Figure 7**) menu, click ***Select All*** to transmit all T&As for a contact point.

NOTE: To cancel ***Select All***, you can select ***Clear All*** from the drop-down menu (**Figure 7**).

OR

Select only those T&As to be transmitted.

3. On the drop-down (**Figure 7**) menu, click ***Transmit Selected T&As***. The Transmit Selected T&As pop-up (**Figure 56**) appears.

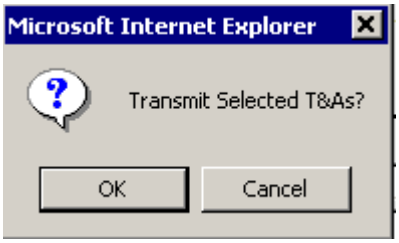


Figure 56. Transmit Selected T&As pop-up

4. Click **[OK]** to release the T&A(s) to the Payroll/Personnel database for transmission. After clicking *Transmitted*, the Status of the T&A is *Released* until the Payroll/Personnel database picks up the T&A(s). Once the T&A(s) are successfully transmitted to the Payroll/Personnel database, the Status is updated to *Transmitted*. If an error occurs, the status is updated to *Error*.

OR

Click **[Cancel]** to cancel the release of the T&A(s).

To check the status of the transmission file:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point.

2. Select ***Transmission Results***. The T&A Transmission Confirmation report (**Figure 57**) is displayed. If T&A(s) have been successfully transmitted, those T&A(s) will list on the report. If any errors have occurred, a message will appear on the report letting the timekeeper know that an error has occurred during the release. The timekeeper should research the T&A(s) in error, correct any error (if applicable), and resubmit the file to NFC.

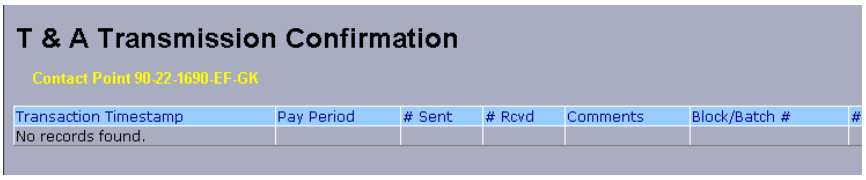


Figure 57. T&A Transmission Confirmation report

Filtering Lists In STAR 5.0

Timekeepers can use the ***Filter List*** option in STAR 5.0 to filter the status of an employee(s) or the status of a T&A. The status of an employee is displayed on the employee's detail record. The status of a T&A is displayed on the employee list in the right hand column.

To filter lists in STAR 5.0:

1. If the timekeeper has access to more than one contact point, on the Contact Point List (**Figure 4**), select the applicable contact point. The Employee List (**Figure 6**) for that contact point is displayed.

2. On the drop-down menu (**Figure 7**), select ***Filter List***. The drop-down (**Figure 12**) with filter options is displayed.

3. On the drop-down menu, select ***Employee Active***. A list of active employees for that contact point is displayed.

   OR

   Select ***Employee All***. A list of all employees for that contact point is displayed.

   OR

   Select ***Employee Inactive***. A list of inactive employees for that contact point is displayed.

   OR

   Select ***Employee Reassigned***. A list of reassigned employees for that contact point is displayed.

   OR

   Select ***Employee Separated***. A list of separated employees for that contact point is displayed.

   OR

   Select ***Employee Transfer***. A list of transferred employees for that contact point is displayed.

   OR

   Select ***T&A All***. A list of all T&As is displayed.

   OR

   Select ***T&A Error***. A list of T&As in error is displayed.

   OR

   Select ***T&A In Progress***. A list of T&As in progress is displayed.

   OR

   Select ***T&A New***. A list of new T&As is displayed.

   OR

   Select ***T&A No T&A***. A list of employees with *N/A* status is displayed.

   OR

   Select ***T&A Released***. A list of employees with *Released* status is displayed.

   OR

   Select ***T&A Transmitted***. A list of employees with *Transmitted* status is displayed.

   OR

   Select ***T&A Verified***. A list of employees with *Verified* status is displayed.

   OR

Select ***T&A Submitted***. A list of employees with *Submitted* status is displayed.

Field Instructions For STAR 5.0

This section presents the following topics:

Logon Field Instructions
Change Password Pop-up Field Instructions
Feedback Pop-up Field Instructions
Accounting Code Search Field Instructions
Accounting Code Rollover Pop-up Field Instructions
Mass Delete Accounting Pop-up Field Instructions
Agency Accounting Code Maintenance Window Field Instructions
Agency Transaction Code Maintenance Table Field Instructions
Leave Type Maintenance Window Field Instructions
Transaction Code Maintenance Window Field Instructions
TC Descriptor Maintenance Window Field Instructions
Pay Period Maintenance Window Field Instructions
Contact Point Tab Field Instructions
STAR Move Employees Pop-up Field Instructions
T&A Header Tab Field Instructions
Biweekly T&A Tab Field Instructions
Daily T&A Tab Field Instructions
Add Tour Of Duty Pop-up Field Instructions
Add Accounting Favorites Records Pop-up Field Instructions
Split End And Start Pop-up Field Instructions

Logon Field Instructions

The Logon is used to log on to to STAR 5.0. For more information, see Starting STAR 5.0.

User Id Type your user Id.

Password Type your password.

Change Password Pop-up Field Instructions

The Change Password pop-up is used to change your password in STAR 5.0. You can do this as often as you like, but not more than once per day. Also, when a password expires, it must be changed. A message will appear telling you to change your password when this occurs. For more information, see Changing Your Password.

User Id Type your user Id.

Password Type your old password.

New Password Type your new password.

Verify New Password Retype your new password.

Feedback Pop-up Field Instructions

The Feedback pop-up (**Figure 13**) is used to provide feedback about STAR 5.0 to NFC. For more information on the Feedback pop-up (**Figure 4**), see **Feedback**.

Your E-mail (Optional) Type your email address.

Your Role (Optional) Click the down arrow to select your role. Valid values are **`Timekeeper`**, **`Manager`**, and **`Other`**.

Subject Click the down arrow to select the subject of your comment. Valid values are **`Appearance`**, **`Bugs`**, **`Features`**, **`Navigation`**, and **`Other`**.

Comments Type your comments.

Accounting Code Search Field Instructions

You can search for an accounting code after selecting ***Agency Tables*** from the drop-down (**Figure 9**). For more information, see **Accounting Code Table**.

AG Type the agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator. If only this field is completed, all applicable accounting codes for this agency are displayed.

ST Type the code that identifies the state (within or outside the continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.

To find the applicable state code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

If the Agency and State fields are completed, all applicable accounting codes for the agency within a state are displayed.

TN

Type the town code contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coocdinator.

To find the applicable town code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

If the Agency, State, and Tn fields are completed, all applicable accounting codes for the agency within a town within a state are displayed.

UN

Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.

If the Agency, State, Tn, and Un fields are completed, all applicable accounting codes for the agency within a unit within town within a state are displayed.

TK

Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper number, contact your System Administrator or T&A Coordinator.

If all fields are completed, only those accounting codes for the timekeeper are displayed.

Acct

Type the accounting code.

Accounting Code Rollover Pop-up Field Instructions

The Accounting Code Rollover pop-up (**Figure 17**) is used to roll over accounting codes from one fiscal year to the next. This can be done from the agency level, state level, town level, unit code, or timekeeper level.

Change From

Type the original position(s) that will be changed from the current fiscal year.

Change To

Type the position(s) that are changing for the new fiscal year. The positions that are completed must match in both the Change From and Change To fields. You can use the number markers as a guide when completing these fields.

Ag

Type the agency code. If only this field is completed, the accounting code(s) will be rolled over for the entire agency.

ST

Type the state code. If this is the last field completed, all contact points within a state will have the accounting code(s) rolled over.

TN

Type the town code. If this is the last field completed, all contact points within a town code will have the accounting code(s) rolled over.

UN Type the unit code. If this is the last field completed, all contact points within a unit code will have the accounting code(s) rolled over.

TK Type the timekeeper code. If this is the last field completed, only this contact point will have the accounting code(s) rolled over.

Mass Delete Accounting Pop-up Field Instructions

The ***Mass Delete Accounting*** option is used to delete a group of accounting codes at one time. This is done when the accounting codes being deleted all have the same characters in the same positions.

Accounting Code Type the accounting code. There are markers to guide the administrator as to which position the characters are located in. Accounting codes to be deleted must have the same characters in the same position.

Ag Type the agency code. If only this field is completed, the accounting code(s) will be rolled over for the entire agency.

ST Type the state code. If this is the last field completed, all contact points within a state will have the accounting code(s) rolled over.

TN Type the town code. If this is the last field completed, all contact points within a town code will have the accounting code(s) rolled over.

UN Type the unit code. If this is the last field completed, all contact points within a unit code will have the accounting code(s) rolled over.

TK Type the timekeeper code. If this is the last field completed, only this contact point will have the accounting code(s) rolled over.

Agency Accounting Maintenance Window Field Instructions

The Agency Administrator can add an accounting code after selecting ***Agency Tables*** from the drop-down (**Figure 9**). For more information, see **Accounting Code Table**.

Agency Type the agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator.

State

Type the code that identifies the state (within or outside the continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.

To find the applicable state code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

City

Type the town code contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.

To find the applicable town code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

Unit

Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your of your unit code, contact your System Administrator or T&A Coordinator.

Timekeeper

Type the agency-assigned number that identifies the Timekeeper. IF you are unsure of your Timekeeper number, contact your System Administrator or T&A Coordinator.

Accounting Code

Type the accounting code to be added.

Enabled

Click this box if the accounting code is to be enabled for this contact point. The default is this field checked.

Description

Type the long description of the accounting code being added.

Short Description

Type the short description of the accounting code being added.

Agency Transaction Code Maintenance Table Field Instructions

The Agency Transaction Code Maintenance Table is used by agencies to add, update, or delete TCs from the agency TC Table.

Agency

Type the two-position agency code.

Prefix

Type the prefix for the TC, if applicable.

Tran Cd

Type the TC number.

Suffix Type the suffix for the TC, if applicable.

Tran Type Type the transaction type. Valid values are **$** (dollar amount where amounts are entered up to 99.99 in Week 1 and any amount over 99.99 is continued in Week 2), **D** (days), **N** (neither), **O**(overtime hours), **R** (regular hours), and **S**(dollar amount where dollars are entered in Week 1 and cents are entered in Week 2).

List Type Type the list type. Valid values are **L** and **S**.

Leave Type Type the four-position leave type if this is a leave TC.

Description Type the description of the TC.

Short Description Type the short description of the TC. This description will be displayed on the Transaction Code table.

Max Pay Period

This field is used to record pay period limitation amounts. Type the number of whole hours (or days) in the first four positions. If fractions must be recorded, see the **Fractions Of Hours Table**.

Enabled Check this box if the agency wants to enable this TC. Only those TCs marked as Enabled will be displayed on the Transaction Code table.

Top Flag Check this box if this TC requires accounting.

Accrued Check this box if this TC is a leave TC that accrues leave.

Transaction Code Maintenance Window Field Instructions

The Transaction Code Maintenance window (**Figure 23**) is used to modify or add TCs to the TC table. For more information, see **Transaction Code Table**.

NOTE: Those fields marked with an asterisk (*****) are required fields.

Prefix Type the prefix for the TC, if applicable.

TC Type prefix number.

Suffix Type the suffix for the TC, if applicable.

Description Type the description of the TC.

Short Description Type the short description of the TC. This description will be displayed on the Transaction Code table.

Accrued Check this box if this TC is a leave TC that accrues leave.

Enabled Check this box if the agency wants to enable this TC. Only those TCs marked as Enabled will be displayed on the Transaction Code table.

Top Flag Check this box if this TC requires accounting.

Leave Type Click the down arrow to determine the leave type.

Type TC

Click the down arrow to display the type of TC. For a list of the valid values, see the **Type TC Table**.

Max PP

This field is used to record pay period limitation amounts. Type the number of whole hours (or days) in the first four positions. If fractions must be recorded, see the **Fractions Of Hours Table**.

Leave Type Maintenance Window Field Instructions

The Leave Type Maintenance window (**Figure 21**) is used to add, update, and/or delete a leave type in the leave table.

Leave Type Type the 4-position alpha leave type abbreviation.

Data Type Click the down arrow to select the data type. For a list of date types, see the **Data Type Table**.

Max Balance Type the maximum hours balance for this leave type. Type the number of whole hours in the first four positions. If fractions must be recorded, see the **Fractions Of Hours Table**.

Description Type the description of the leave type.

Accrued Used Type **T** (True) to indicate that this is an accrued leave type or **F** (False) to indicate that this leave type is not accrued. This field indicates whether or not this leave type is an accrued leave type.

Earned Used Either type **Y** (yes) to indicate that this leave type does subtract time from the balance or **N** (no) to indicate that this leave type adds time to the balance. This field indicates whether or not this leave type adds time used to the balance rather than subtracting from it.

Init Forward Type the leave balance brought forward for the leave type. Type the number of whole hours in the first four positions. If fractions must be recorded, see the **Fractions Of Hours Table**.

Long Name Type the long name of the leave type.

Sequence This field is used to determine the sequence that the leave types will be printed on the T&A.

TC Maintenance Window Field Instructions

The TC Maintenance window (**Figure 58**) is used to add/modify TC descriptors in STAR 5.0. For more information, see **Transaction Code Descriptor Table**.

TCD Type the TC descriptor.

Prefix Type the prefix of the coordinating TC.

TC Type the coordinating TC.

Suffix Type the suffix of the coordinating TC.

Description Type the description of the TC descriptor.

TC Descriptor Maintenance Window Field Instructions

The TC Descriptor Maintenance window (**Figure 25**) is used to add, update, or delete TDs.

TCD Type the two-position code to be used as the TD.

Prefix Type the prefix, if applicable, for the applicable TC.

TC Type the applicable TC.

Suffix The suffix, if applicable, for the applicable TC.

Description Type the description of the TD.

Pay Period Maintenance Window Field Instructions

The Pay Period Maintenance window (**Figure 27**) is used by the NFC Administrator to add pay periods to STAR 5.0 as needed.

Pay Period Type the pay period number being added.

Begin Date Type the begin date of the corresponding pay period being added.

Contact Point Tab Field Instructions

The Contact Point tab (**Figure 28**) is used to add, modify, or delete contact point(s). For more information, see **Establishing/Updating Contact Points**.

Detail

Agency Type the user's agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator.

State Code Type the code that identifies the user's state (within or outside the continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.

To find the applicable state code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

Town

Type the user's town code contained on the Internet at www.gsa.gov, and in TGMT, Table 016, Geographic Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coocdinator.

To find the applicable town code on www.gsa.gov, click ***Public Information***, then ***Geographic Locator Codes*** on the Web site.

Unit

Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.

TK Number

Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper number, contact your System Administrator or T&A Coordinator.

Location

Street 1

Type the first line of the organization's address.

Street 2

Type the second line of the organization's address.

City

Type the organization's city.

State

Type the alpha 2-character state abbreviation.

Zip

Type the organization's ZIP+4 code.

Phone

Type the organization's phone number, including area code. The telephone number must be typed in the **XXX–XXX–XXXX** format.

Comp Time Rollover

Click this box to roll over your compensatory time. Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your agency policy regarding compensatory time balances at the end of the leave year. A check will appear in this box.

Daily Entry

Click this box if your agency elects to participate in daily entry. This allows the timekeeper to use a daily entry method when entering T&A data.

Employee Entry

Click this box if your agency elects to participate in employee entry. This allows employees to use the Time Manager option of EPP to enter their personal T&A data.

STAR Move Employees Pop-up Field Instructions

The STAR Move Employees pop-up (**Figure 29**) is used to move employees from one contact point to another. For more information, see **Moving An Employee From One Contact Point To Another**.

AG Type the agency code of the contact point that the employee is moving to.

ST Type the state code of the contact point that the employee is moving to.

TN Type the town code of the contact point that the employees is moving to.

UN Type the unit code of the contact point that the employees is moving to.

TK Type the timekeeper code of the contact point that the employee is moving to.

Contact Point JCL Tab Field Instructions

The Contact Point JCL (**Figure 30**) tab is used to build JCL for transmitting T&As to NFC for processing. For more information, see **Building JCL**.

Test/Prod Type **TEST** to use the JCL as a test.

OR

Type **PROD** to use the JCL in a production environment..

JCL files can be changed to send transmission fields as a test (i.e., transmitted T&As are **not processed** through production files by NFC., or the JCL file can be changed to send transmission files to production (i.e., transmitted T&As are **processed** through production files by NFC).

Agencies should be advised that when changing from a test environment to a production environment, the first 2 characters of the job name must be typed in the Job Name and Id fields.

STAR 5.0 automatically moves the cursor to the Job Card Comments field if **PROD** is typed.

For more information, see the **Test/Prod Table**.

Job Name This field is initially blank. To change from test to production, the first 2 characters of the job name must be entered in this field.

For USDA agencies, type **FP**.

For non-USDA agencies, type the 2 characters assigned to your agency.

When changing from production to test, the system generates this field, and no entry is allowed.

Id This field is system generated.

Name This field is system generated.

ID Type your NFC-assigned printer Id.

Job Card Comments This field is for agency use, as needed, such as for telephone number, initials, etc.

Periods, hyphens, etc., should not be entered into this field. Inappropriate use may cause problems with the field once it has been transmitted to the Mainframe for processing.

Preview JCL Deck

JCL Identifier This field is system-generated. It uniquely identifies the JCL for a specific contact point. It also allows NFC to verify whether or not the JCL has been established.

Employee Detail Tab Field Instructions

The Employee Detail tab (**Figure 34**) is used to add or update an employee's record. The only time an employee record is added is when a new timekeeper gains a new employee that was not previously on NFC's Payroll/Personnel database. For instructions on using the Employee Detail tab (**Figure 26**), see **Adding A New Employee**.

Employee

SSN Type the employee's 9-digit SSN. Only type the nine numeric digits. Do not type dashes or hyphens.

Agency The agency from the contact point selected on the Contact Point List is generated in this field. You can change the agency if necessary. This is used when an employee is being cross-serviced by an agency other than the employee's agency. The correct agency must be displayed in this field in order to successfully import an employee's information from the Payroll/Personnel database.

Last Name Type the employee's last name.

First Name Type the employee's first name.

Middle Type the employee's middle name, if applicable.

Other Information

Work Schedule Click the down arrow to select the employee's work schedule. See the **Work Schedule Table** for a list of work schedules.

Pay Plan Click the down arrow to select the employee's pay plan. Valid values are **General Schedule**, **Wage Grade**, and **Other**.

Special Type Click the down arrow to select the employee's special employment type code. For a list of special types, see the **Special Type Table**.

Tour Of Duty If the employee is a full-time employee, this field defaults to **80**.

If the employee is a part-time employee, type the employee's tour of duty. Type the number of hours in the first 4 positions, and if fractions are necessary, type a "**.**" and the fraction in the last 2 positions. For definitions of the valid fraction values, see the **Fractions Of Hours Table**.

Day Limitation Click this field if the employee on a day limitation tour of duty. This field is used for intermittent employees and employees whose appointment has a day limitation.

Leave Information

Annual Leave Category Click the down arrow to select the employee's annual leave category. This field defaults to **4**. For definitions of the valid values, see the **Annual Leave Category Table**.

Sick Leave Category Click the down arrow to select the employee's sick leave category. This field defaults to **4**. For definitions of the valid values, see the **Sick Leave Category Table**.

Annual Leave Ceiling If the employee's annual leave ceiling is more than **240**, type the number of hours. This field defaults to **240**.

Status

Active Click this field if the employee is in **Active** status. This is the default for this group of fields.

Inactive Click this field if the employee is in **Inactive** status. The default for this field is **Active**.

Reassigned Click this field if the employee is **`Reassigned`**. The default for this field is **`Active`**.

Separated Click this field if the employee is **`Separated`**. The default for this field is **`Active`**.

Transferred Click this field if the employee has been **`Transferred`**. The default for this field **`Active`**.

T&A Header Tab Field Instructions

The T&A Header tab (**Figure 37**) is used to maintain header information about an employee. For more information on the T&A Header tab, see **Maintaining An Employee's Header**.

Pay Period

Number This field is system generated.

Begin Date This field is system generated based upon the pay period displayed in the Number field.

Status This field is system generated. The status of the current T&A is displayed in this field. For a list of valid values, see the **Status Table**.

Corrected

Corrected This field is system generated. If the current T&A is a corrected T&A, a check mark appears in this field.

Record If a check mark is in the Corrected field, the corrected number is displayed in this field.

Split

Split This field is system generated. If the current T&A is a split T&A, a check mark appears in this field.

Part If a check mark is in the Split field, the part number of the split T&A is displayed in this field. Valid values are **`1`** and **`2`**.

Begin

Day

Click the down arrow to select the beginning duty of the pay period for the employee. If data is entered into this field, the Date field is system generated. Valid values are **1-14**.

Date

Type the beginning date for a new employee. If data is entered into this field, the Day field is system generated. The date is in the **MM/DD/YYYY** format.

End

Day

Click the down arrow to select the ending day in pay status of the pay period for a separating employee. This field is used for an employee with a final T&A. If data is entered into this field, the Date field is system generated Valid values are **1-14**.

Date

Type the last date in pay status for a separating employee. If data is entered into this field, the Day field is system generated. The date is in the **MM/DD/YYYY** format.

Detail

New Employee

Click this field if the employee is a new employee. A check mark appears in this field to indicate a new employee.

Accrue Leave

Click this field if the employee is eligible to accrue leave. The default for this box is blank. A check mark will appear in this box if this box is checked.

Final T&A

Click the down arrow to indicate if this is the final T&A for an employee. Valid values for non-Department of Justice employees are **Not Final T/A** and **Final T/A**. Valid values for Department of Justice are:

- **Not Final T/A**
- **Final T/A**
- **1st Week FLSA**
- **1st Wk + Final**
- **2nd Week FLSA**
- **2nd Wk + Final**
- **Bothweek FLSA**
- **Both wk + Final**

AWS

Click the down arrow to select the alternate work schedule (AWS) options. For a list of the valid values, see the **AWS Table**. This field defaults to **`Normal Schedule`**.

Days Worked

Click the down arrow to select the number of days worked by the employee. Valid values are **`00-14`**.

Advance Leave

Click the down arrow if the employee has been granted advanced leave. If an employee has been granted advanced leave in a prior pay period and has a negative annual and/or sick leave balance for the current pay period, the employee must be coded for advance leave. For a list of the valid values, see the **Advance Leave Table**.

An employee may be granted:

- Advanced annual leave up to the number of hours to be accrued in the remainder of the leave year.
- Advanced sick leave up to a maximum of 240 hours. Advanced leave should not be entered in STAR 4.25 until **after** you receive documentation to support the transaction.

An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

Wage Shift FEGLI

Click the down arrow if the employee is eligible for Federal Employees Group Life Insurance (FEGLI) wage shift.

If the employee is coded as a General Schedule (GS) employee, the valid values are:

- **`Blank`**
- **`Normal T&A`**
- **`Exceed Biweek`**

If the employee is coded as a Wage Grade employee, the valid values are:

- **`First Shift`**
- **`Second Shift`**
- **`Third Shift`**
- **`Varied Shift`**

Standby/AUO/Avail Pay

Flag

Click this field if the employee is eligible for standby/AUO hours. Standby/AUO hours are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty. A check mark will appear in this field. The default is this field blank.

First Week

Type the number of standby/AUO hours authorized for the first week of the pay period. Valid values are **01–40**.

Second Week

Type the number of standby/AUO hours authorized for the second week of the pay period. Valid values are **01–40**.

Percent (%) Premium

Click the down arrow to display the percentage of pay differential entitlements that will be used to compute the employee's pay for Standby/AUO worked. Valid values are **02**, **05**, **07**, **10**, **12**, **15**, **17**, **20**, **22**, **25**, or **99**.

Accounting Data Usage Code

Click the down arrow to select **1 Store Accounting On Each Line** to store accounting. Only the first line of accounting can be stored.

If your agency uses stored accounting data and the accounting has already been stored, click the down arrow to select **2 Use Stored Accounting** to use stored accounting.

You cannot select **1 Store Accounting On Each Line** to store accounting in the last pay period of the fiscal year. You must wait until the next pay period if you wish to store accounting during the last pay period of the fiscal year.

Accounting data cannot be stored in the pay period that the fiscal year ends.

Stored Accounting

This field is system generated. If the agency uses stored accounting, the stored accounting is displayed in this field.

NOTE: If a **2** is displayed in this field, stored accounting is being used.

If stored accounting was being used when the Timekeeper began using STAR 5.0, the stored accounting will not be displayed in this field; however, it will be used by STAR 5.0. To display the stored accounting from a previous T&A entry system, you must enter a **1** in the Accounting Data Usage Code field in STAR 5.0 once.

Remarks

Use this field to enter any remarks by the Timekeeper. These remarks appear on the T&A; however, only the first 23 positions are transmitted to NFC.

NFC Use

This field is reserved for NFC use.

Biweekly T&A Tab Field Instructions

The Biweekly T&A tab (**Figure 41**) is used by timekeepers for preparing an employee's T&A each pay period.

Current Info

Status

This field is system generated. The status of the T&A is displayed in this field. For a list of valid values and definitions of these values, see the **Status Table**.

AWS

This field is system generated from the employee's header. This field displays the type of work schedule the employee is working. For a list of valid values and definitions of these values, see the **AWS Table**.

Split #

This field is system-generated. If the T&A is a split T&A, the part number is displayed in this field. If the T&A is not a split T&A, the default is **0**.

Acctng Code

This field is system-generated based upon data displayed in the Accounting Data Usage Code field.

Time & Attendance Worksheet

Weekly Totals

These fields are system-generated based upon the totals of the hours in the Week 1 Hours and the Week 2 Hours.

Biweekly Total

This field is system generated based upon the values displayed in the Weekly Totals fields.

Other Hours

This field is system generated based upon the other hours in the Week 1 Hours and Week 2 Hours fields.

Pre

Type the 2-digit prefix, if applicable. The TC prefix is a code used to record the percentage rate for the environmental differential pay and danger pay and to expand the definition for certain TCs or create a new TC and definition when the TC has been previously used without a prefix.

TC

Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TCs can be found in TMGT Table 032, Transaction Codes.

Suf

Type the 1-digit, if applicable. The transaction suffix is used to record differential, union representation, and to supplement certain TCs to vary their meaning.

Description

This field is system generated. A literal of the TC typed is displayed in this field.

Week 1 Hours

Type the number of whole hours in the first 4 positions. If fractions must be present, type a **.** (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the first week of the pay period. STAR 5.0 defaults to **00** if no entry is made. For a list of the valid fraction values, see the **Fractions Of Hours Table**.

Week 2 Hours

Type the number of whole hours in the first 4 positions. If fractions must be present, type a **.** (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the second week of the pay period. STAR 5.0 defaults to **00** if no entry is made. For a list of the valid fraction values, see the **Fractions Of Hours Table**.

Accounting

Type the applicable code. Data entered into this field is edited against MASC as each line is added or updated.

NOTE: Timekeepers are advised to make sure that the accounting codes that they are using are valid in MASC; otherwise, an error message will appear. If you click **[OK]** to cancel the error message without correcting the accounting, you are able to continue entering the T&A data; however, NFC will be required to correct the error after transmission resulting in a charge to your agency. Therefore, timekeepers are encouraged to use only those accounting codes that are valid in MASC.

TC Descriptor/Info

A TC descriptor (TD) is a code that is used in conjunction with specific TC(s) on an employee's T&A. The entry of TDs is optional. If used, it allows agencies to enforce restrictions and limitations for special uses. It also provides a method to handle agency Office of Personnel Management, and Congressional reporting needs. For a list of the descriptors and definitions, see the **Transaction Codes Table**.

Daily T&A Tab Field Instructions

The Daily T&A tab (**Figure 42**) is used by timekeepers for preparing an employee's daily T&A each pay period.

Current Info

Status

This field is system generated based upon the status of the T&A. This status of the T&A is displayed in this field. For a list of valid values and definitions of these values, see the **Status Table**.

AWS

This field is system generated from the employee's header. This field displays the type of work schedule the employee is working. For a list of valid values and definitions of these values, see the **AWS Table**.

Split #

This field is system-generated. If the T&A is a split T&A, the part number is displayed in this field. If the T&A is not a split T&A, the default is **0**.

Acctng Code

This field is system-generated based upon data displayed in the Accounting Data Usage Code field on the employee's header record.

Time & Attendance Worksheet

Weekly Totals

This field is generated based upon the current total for the current week. This is a two-part field. Week 1 is displayed on the first part, and Week 2 is displayed on the second part.

Biweekly Total

This field is generated based upon the current biweekly total.

Other Hours

This field is generated based upon the other hours entered on the T&A.

Pre

Type the 2-digit prefix, if applicable. The TC prefix is a code used to record the percentage rate for the environmental differential pay and danger pay and to expand the definition for certain TCs or create a new TC and definition when the TC has been previously used without a prefix.

TC

Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TCs can be found in TMGT Table 032, Transaction Codes. For a list of available TCs, click the button to the right of the Description field.

Suffix

Type the 1-digit, if applicable. The transaction suffix is used to record differential, union representation, and to supplement certain TCs to vary their meaning.

Description

This field is system generated. A literal of the TC typed is displayed in this field.

TC Descriptor

A TD is a code that is used in conjunction with specific TC(s) on an employee's T&A. The entry of TDs is optional. If used, it allows agencies to enforce restrictions and limitations for special uses. It also provides a method to handle agency Office of Personnel Management, and Congressional reporting needs. For a list of the descriptors and definitions, see the **Transaction Codes Table**. For a list of available TDs, click the button to the right of the field.

Description

This field is system generated. A literal of the TD typed is displayed in this field.

Accounting Code

Type the applicable code. Data entered into this field is edited against MASC as each line is added or updated.

For a list of available codes, click the button to the right of the field.

NOTE: Timekeepers are advised to make sure that the accounting codes that they are using are valid in MASC; otherwise, an error message will appear. If you click **[OK]** to cancel the error message without correcting the accounting, you are able to continue entering the T&A data; however, NFC will be required to correct the error after transmission resulting in a charge to your agency. Therefore, timekeepers are encouraged to use only those accounting codes that are valid in MASC.

Project

Type the applicable project number. If you are using a Favorites list, click the ***From Favorites*** link to the right of the field.

Week One Sun

Type the applicable hours for Sunday in week 1.

Week One Mon

Type the applicable hours for Monday in week 1.

Week One Tue

Type the applicable hours for Tuesday in week 1.

Week One Wed

Type the applicable hours for Wednesday in week 1.

Week One Thu

Type the applicable hours for Thursday in week 1.

Week One Fri

Type the applicable hours for Friday in week 1.

Week One Sat

Type the applicable hours for Saturday in week 1.

Week Two Sun

Type the applicable hours for Sunday in week 2.

Week Two Mon

Type the applicable hours for Monday in week 2.

Week Two Tue

Type the applicable hours for Tuesday in week 2.

Week Two Wed

Type the applicable hours for Wednesday in week 2.

Week Two Thu

Type the applicable hours for Thursday in week 2.

Week Two Fri

Type the applicable hours for Friday in week 2.

Week Two Sat Type the applicable hours for Saturday in week 2.

From Favorites Click this field to select the accounting code from the accounting favorites list.

Add Tour Of Duty Pop-up Field Instructions

The Add Tour Of Duty pop-up (**Figure 45**) appears when you click **[Add Tour Of Duty Hours]** on the Default Schedule pop-up (**Figure 44**). For more information, see **Using The Default Schedule**.

Tour Of Duty Hours Type the tour of duty hours for each day of the pay period that the employee works.

Start Time (HH:MM) Type the start time for each day in HH:MM format for each day of the pay period that the employee works.

End Time (HH:MM) Type the ending time for each day in HH:MM format for each day of the pay period that the employee works.

Add Accounting Favorites Records Pop-up Field Instructions

The Add Accounting Favorites pop-up (**Figure 47**) appears when you click **[Add Accounting Favorites Record]** on the Accounting Favorites pop-up (**Figure 46**). For more information, see **Using The Accounting Favorites**.

Accounting Code Type the applicable accounting code or click the accounting code button to select from the Accounting Reference table.

Project Type the applicable project number.

Description Type the description.

Split End And Start Pop-up Field Instructions

The Split End and Start pop-up (**Figure 49**) is used by timekeepers to prepare a split T&A for an employee. For more information, see **Preparing A Split T&A**.

Split Part 1 End Select the applicable day of the pay period to end the first part (first T&A) of the split T&A. Valid values will range from Day 1 to Day 13 of a pay period.

Split Part 2 Start

Select the applicable day of the pay period to begin the second part (second T&A) of the split T&A. Valid values will range from Day 2 to Day 14 of a pay period.

STAR 5.0 Reference Tables

This section presents the following topics:

Type TC Table
Fractions Of Hours Table
Data Type Table
Test/Prod Table
Work Schedule Table
Special Type Table
Annual Leave Category Table
Sick Leave Category Table
Status Table
AWS Table
Advance Leave Table
Transaction Code Table

TC Type Table

`$`	Monetary (amounts not to exceed $99.99 are entered in Week 1 and are continued in Week 2 if over $99.99)
`D`	Days
`N`	Neither
`O`	Overtime (hours)
`R`	Regular (hours)
`S`	Monetary (entered with dollars in the first week and cents in the second week)

Fractions Of Hours Table

`Blank`	No Fraction
`25`	1/4 Hour
`50`	1/2 Hour
`75`	3/4 Hour

Data Type Table

$	Monetary (amounts not to exceed $99.99 are entered in Week 1 and are continued in Week 2 if over $99.99)
D	Days
N	Neither
O	Overtime (hours)
R	Regular (hours)
S	Monetary (entered with dollars in the first week and cents in the second week)

Test/Prod Table

PROD	Production. Transmitted T&A's are processed through production files by NFC.
TEST	Test file. Transmitted T&A's are not processed through production files by NFC.

Work Schedule Table

Full Time	Full Time Employee
Intermittent	Intermittent Employee
Intermittent 6	An Intermittent Employee who substitutes for a Full-Time employee.
Part Time	Part Time Employee
1st 40 Hours	The first 40 hours of work performed in a week define the tour of duty for that particular week.

Special Type Table

Blank	This is the default.
Collaborator	Record Overtime Hours Only
Fire Fighter	Biweekly Duty Hours Greater Than 80
Fire Chief	Biweekly Duty Hours Greater Than 80

Annual Leave Category Table

0	Not Eligible For Annual Leave
4	Less Than 3 Years Of Service
6	More Than 3, But Less Than 15 Years Of Service
8	More Than 15 Years Of Service

Sick Leave Category Table

0	Not Eligible For Sick Leave
4	Eligible For Sick Leave

Status Table

New	This status designates a new T&A for an employee. No data has been entered on this T&A.
In	In Progress. This status designates a T&A that is in progress for an employee. This T&A has not yet been verified, but data has been entered. If the Timekeeper enters data throughout the pay period, the T&A will remain In Progress during the pay period until the T&A is completed and verified. Changes/corrections/updates to this type of T&A are made by double-clicking the applicable employee from the Employee List and saving any changes made.
Err	Error. This status designates a T&A that contains an Error.
Ver	Verified. This status designates a T&A that has been verified, but has not yet been transmitted. Changes can still be made to this type of T&A.
Rel	Released. This status designates that a T&A has been released for processing through the Transmit option. Once a T&A has been released, it must be corrected if changes are to be made.
Submitted	This status designates that a transmitted T&A has been received and is waiting to be edited by TIME.
Transmitted	This status designates that a T&A has been edited by TIME.

AWS Table

(3) 4 10 Hr Days	The employee works four 10-hour days each week in a two week pay period.
(5) 8 9 Hr/ 1 8 Hr	The employee works eight 9-hour days and one 8-hour day during the pay period.
(7) Variable Day In 40	The employee works a variable schedule where he/she must work 40 hours each week in a two week pay period.
(8) Variable Week In 80	The employees works a variable schedule where he/she works 80 hours throughout the pay period.
(9) Reset To Normal	This code is used to reset an employee's status when the employee was previously on an AWS schedule.
Normal Schedule	This employee is on a normal schedule. This is the default.

Advance Leave Table

No Advanced Leave	The employee has not been granted any advanced leave. This is the default.
Annual Leave	Advanced annual leave has been granted to the employee.
Sick Leave	Advanced sick leave has been granted to the employee.
Annual/Sick Leave	Advanced annual and sick leave have been granted to the employee.

Transaction Code Table

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

Description:

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

Maximum Hours Per Pay Period. TC 01 hours reported for the pay period cannot exceed 80 hours.

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

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

Code	Value	Definition
01	Detail	Employee is temporarily assigned to work in another organization or office.
02	Light Duty (Injury)	Employee returns to work from OWCP injury, but is limited to light duty work.
03	Light Duty (Illness)	Employee returns to work from OWCP illness, but is limited to light duty work.
04	Training	Employee is attending training on government time in lieu of performing work.
11	Telecom (Adhoc–Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does not do so as part of a set schedule (i.e., work is episodic, adhoc, and/or situational).
12	Telecom (Less Than or Equal to 2 Days/Week/ Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for less than or equal to 2 days a week as a part of an official telework agreement.
13	Telecom (Greater Than 2 Days/Week/ Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for more than 2 days a week as a part of an official telework agreement.
14	Telecom (Adhoc/ Work-At-Home)	Form of telecommuting whereby an employee works from home, but does not do so in accordance with a set schedule (i.e., work is episodic, adhoc, and/or situational).

Transaction Code:	**TC 01, Regular Time**	
15	Telecom (Less Than or Equal to 2 Days/Week/ Work-At-Home)	Form of telecommuting whereby an employee works at home, but does so in accordance with a set schedule for less than or equal to 2 days a week as part of an official telework agreement.
16	Telecom (Greater than 2 Days/Week/ Work-At-Home)	Form of telecommuting whereby an employee works from home, but does so in accordance with a set schedule for more than 2 days a week as a part of an official telework agreement.

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

Description:

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

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

Transaction Code:	**TC 01, Suffix 9, Training For Employees With Hourly Limitations**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Intermittent/Seasonal employees

Description:

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

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

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

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

Description:

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

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

Description:

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

Recording Hours Worked and Paid Absence. Sunday differential is compensable for eligible employees based on regular time worked as follows:

- Full-time GS Employees – regular time worked on a tour which begins or ends between the hours of 6:00 a.m. and 6:00 p.m. Sunday. See TC05 for Sunday differential with night differential
- Full-time FWS Employees – regular time worked on a tour which begins or ends between the hours of midnight Saturday and midnight Sunday.

Maximum Hours Per Day. Do not record more than 8 hours of any 1 regularly scheduled duty day. If the employee is working an approved alternate work schedule, enter ***9*** or ***10*** hours, as applicable.

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

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

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

Combination of Paid Absence and Time Worked. The employee must perform work for some part of the scheduled duty day during the hours of the Sunday differential period before the Sunday differential may be applied.

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

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

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

Transaction Code:	**TC 04, Sunday Differential**

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

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

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

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

Example: An employee works a scheduled 10-hour duty day (8 hours of regular scheduled duty and 2 hours of scheduled overtime) with the tour of duty beginning at 6:00 p.m. Sunday.

- If the employee works the full 10 hours, he/she would be entitled to 8 hours of Sunday differential.
- If the employee is on LWOP for the first 3 hours of the tour, he/she is entitled to 7 hours of Sunday differential because the last 2 hours of the tour lose the overtime status because of the LWOP.
- If the employee is on LWOP for the first hour of the tour, he/she is entitled to only 8 hours of Sunday differential and 1 hour of overtime pay because 8 hours a duty day is the maximum Sunday differential entitlement.

Transaction Code:	**TC 04, Prefix 01, Sunday Differential for Protective Services**
TC Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base pay plus 25 percent of base pay

Description:

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

Transaction Code:	**TC 04, Prefix 50, Sunday Diff @ 50%**
TC Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

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

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

Transaction Code:	**TC 04, Prefix 97, Sunday – Scuba Diving 175%**
TC Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate plus 25 percent.

Description:

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

Transaction Code:	**TC 05, Sunday Differential With Night Differential**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time GS Employees. (For FWS employees, see TC 04.) **This TC does not apply to employees entitled to Customs Officers Pay Reform.**
Rate:	Base pay plus 35 percent

Description:

This TC is used to record regular time worked on a tour which begins or ends between the hours of midnight Saturday through 6:00 a.m. Sunday and/or 6:00 p.m. through midnight Sunday.

Maximum Hours Per Day. Do not record more than 8 hours for any 1 regularly scheduled basic workday for TC 05 or a combination of TC 04 and TC 05. If the employee is working an approved alternate work schedule, enter ***9*** or ***10*** hours, as applicable.

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

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

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

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

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

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

- If the employee takes leave for the first 2 hours (i.e., 11:00 p.m. – 1:00 a.m.), Sunday differential will not be paid for the remaining 6 hours of the tour because work was not performed on Sunday.
- If the employee takes leave for the last 2 hours (i.e., 5:30 a.m. – 7:30 a.m.), Sunday differential will be paid for the remaining 6 hours of the tour because work was performed on Sunday. TC 04 would be used for FWS employees, and the shift entitlement would be reflected by the use of the appropriate suffix, either 1, 2, or 3.

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

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

Transaction Code:	**TC 05, Prefix 01, Sunday Differential with Night Differential for Protective Services**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base pay plus 35 percent

Description:

This TC is used to record the hours of regular time for protective services duty worked on a tour which begins or ends between the hours of midnight Saturday and 6:00 a.m. Sunday and/or 6:00 p.m. through midnight Sunday.

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

Description:

This TC is used to record hours worked between 6:00 p.m. through 6:00 a.m. during the regularly scheduled basic tour of duty.

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

Transaction Code:	**TC 11, Prefix 01, Night Differential for Protective Services**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Hourly base rate plus 10 percent

Description:

This TC is used to record hours for protective services duty worked between 6:00 p.m. through 6:00 a.m. during the regularly scheduled basic tour of duty.

Transaction Code:	**TC 11, Prefix 05, Night Diff @ 15%**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record the hours of work (in 15-minute increments) performed during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight.

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

Transaction Code:	**TC 11, Prefix 10, Night Diff @ 20%**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 11, Prefix 15, Night Diff @ 15%**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate.

Description:

This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight.

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

Transaction Code:	**TC 11, Prefix 20, Night Diff @ 20%**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

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

Description:

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

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

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

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

Description:

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

Night differential may not be paid for occasional overtime work. If the overtime is regularly scheduled and falls between the hours of 6:00 p.m. to 6:00 a.m., the employee is entitled to night differential. A regularly scheduled tour of duty must be authorized in advance. For more information, see 5 CFR 610.102(g). The night differential must be paid even if the employee received compensatory time off instead of premium pay. Consult your agency's policy since compensatory time is normally earned for hours worked for irregular/occasional overtime. See TC's 25 and 32 regarding regularly scheduled and irregular overtime.

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

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

Description:

This TC is used to record overtime work performed on Sunday during the night differential period (6:00 p.m. to 6:00 a.m.) by employees engaged in inspection and quarantine services.

Transaction Code:	**TC 14, Hazard Pay Differential**
TC Descriptor:	Not applicable with this TC

Applies To:	GS employees
Rate:	25 percent of base rate **Note:** AUO hours are not subject to 25 percent hazardous pay differential. Also, for employees using Special Employee Code 37, hazard pay is paid at 8 percent of the base rate.

Description:

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

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

The types of duty for which hazard pay differential is applicable are defined by the Office of Personnel Management. Your agency is responsible for informing you when and for what type of duty hazard pay differential is applicable.

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

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

Transaction Code:	**TC 16, Other Pay (Suffixes 1–9)**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	*See TC 16 below with Suffixes 1–9.

Description:

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

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

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

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

Transaction Code:	**TC 16, Suffix 1, Penalty Pay Regular**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Applicable penalty rate

Description:

This TC and suffix combination is used to record regular penalty pay based upon the position classification for work performed Monday through Friday between 8:00 a.m. and 5:00 p.m. The applicable penalty rate will be paid.

Transaction Code:	**TC 16, Suffix 2, Penalty Pay Premium**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	One and one-half times base rate

Description:

This TC and suffix combination is used to record premium penalty pay for work performed on Saturdays, Sundays, holidays, or hours in excess of 8 hours per day. For the hours of duty between 8:00 a.m. and 5:00 p.m., Monday through Friday, the applicable penalty pay will be paid at 1 1/2 times the base rate.

If overtime pay results in the greater pay benefit for the employee, use TC 21.

Transaction Code:	**TC 16, Suffix 3, Scuba Diving**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	One and one-half times base rate

Description:

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

Transaction Code:	**TC 16, Suffix 4, Port Pay**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Applicable penalty rate

Description:

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

Licensed engineers receive an additional compensation as overtime. TC 21 (if stateside), or port pay (if overseas), for night port watch between 5:00 p.m. and 8:00 a.m., during the first 48 hours and the last 24 hours in port.

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

Transaction Code:	**TC 16, Suffix 5, Tank Cleaning Oil Regular**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	The rates for tank cleaning are based on classes of positions. Class rates are established in the pay tables for each occupation and grade.

Description:

This TC is used to record pay for tank cleaning.

For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable hourly rates for classes A, B, or C are paid.

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

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

Transaction Code:	**TC 16, Suffix 6, Tank Cleaning Oil Premium**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Applicable overtime rate or 1 1/2 times the penalty rate

Description:

This TC is used to record pay for tank cleaning. For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable premium rate for Classes A, B, or C is paid. When such work is performed on Saturdays, Sundays, or holidays, or in excess of 8 hours per day, the applicable overtime rate or 1 1/2 times the penalty rate is paid.

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

Transaction Code:	**TC 16, Suffix 7, Launch Operations**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Launch operators are paid on a flat rate per pay period, regardless of the number of hours or days in which work is performed.

Description:

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

Transaction Code:	**TC 16, Suffix 8, Dirty Work Regular**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Dirty work is paid by hourly rates

Description:

This TC is used to record pay for duties performed which are of a dirty or distasteful nature. For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable hourly rates are paid.

Transaction Code:	**TC 16, Suffix 9, Dirty Work Premium**
TC Descriptor:	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Dirty work is paid by hourly rates

Description:

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

For dirty work performed between 5:00 p.m. and 8:00 a.m., Monday through Friday, Saturdays, Sundays, and holidays, the hourly rate is paid or the overtime rate, if higher.

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

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

Transaction Code:	**TC 17, Commute Use Government Auto**

Description:

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

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

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

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

Description:

This TC is used to record the monetary amount in excess of $100 per month for which an employee is reimbursed by the agency for transit passes and van pool fees. This fringe benefit is taxable and will be reported on the employee's W–2.

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

Transit passes and van pool fees should be recorded on the T&A by the last pay period of the tax year. If not reported on the T&A by the last pay period of the tax year, Form AD–343, Payroll Action Request, must be submitted with the data and NFC, Payroll/Personnel Operations Section, must be contacted. A delay in reporting will result in the issuance of an incorrect W–2. The W–2 will be adjusted to include the transit subsidy once Form AD–343 is processed. See Title I, Chapter 11, Nonautomated Processing, for AD–343 processing instructions.

Transaction Code:	**TC 17, Prefix 11, FLSA Meal Periods**
TC Descriptor:	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Treasury and Department of Justice
Rate:	Hours are used to compute FLSA straight time and to help meet the 85.5 hour FLSA standard.

Description:

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

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

Transaction Code:	**TC 17, Prefix 12, FLSA Other Travel**
TC Descriptor:	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate

Description:

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

Transaction Code:	**TC 17, Prefix 13, FLSA Training**
TC Descriptor:	Not applicable with this TC
Applies To:	Department of Justice Department of Treasury
Rate:	FLSA overtime rate

Description:

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

Transaction Code:	**TC 17, Prefix 14, FLSA UD Roll Call**
TC Descriptor:	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate

Description:

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

Transaction Code:	**TC 17, Prefix 15, FLSA Home to Work Travel**
TC Descriptor:	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate

Description:

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

Transaction Code:	**TC 17, Prefix 16, FLSA Other Hours**
TC Descriptor:	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate

Description:

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

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

Description:

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

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

Description:

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

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

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

Description:

This TC is used to record:

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

Paid Leave

Holiday Off

Leave Without Pay

Training periods when AUO duty was not performed

Days as negotiated in agreements between the Departmental components and exclusive bargaining units

Temporary non-AUO assignments in excess of 10 consecutive prescribed workdays. The days not excludable while on such temporary assignments may not exceed 30 workdays in a calendar year

(2) Excludable availability pay days.

The maximum number of days that may be recorded in one pay period is 14. The entry must not exceed 7 in the Week 1 Hrs field and 7 in the Week 2 Hrs field.

Prepare a corrected T&A to record days from a prior pay period.

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

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

Description:

This TC is used to record furlough hours.

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

Description:

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

Transaction Code:	**TC 17, Prefix 37, 1911 For Continuation Of Pay**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service

Description:

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

Transaction Code:	**TC 17, Prefix 38, 1911 Hours – Intermittent**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service Intermittent employees

Description:

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

Transaction Code:	**TC 17, Prefix 40, INS 1931 Act O/T – Air/Sea Weekdays**
TC Descriptor:	Not applicable with this TC
Applies To:	Immigration and Naturalization Service Full-time employees
Rate:	See **Full-Time Employees** and **Part-Time and Intermittent Employees**.

Description:

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on non-holiday workdays and Saturdays as authorized by the March 2, 1931 Act.

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

Description:

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on non-holiday weekdays and/or Saturdays as authorized by the March 2, 1931 Act.

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

Description:

This TC is used to record time not worked for immigration officers and other eligible employees who perform inspections of steamships, trains, airplanes, and other vehicles as authorized by the March 2, 1931 Act. (This is the difference between entitlement hours and hours actually worked.)

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

Description:

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on Sundays and/or holidays, as authorized by the March 2, 1931 Act.

Full-time Employees

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

Part-time and Intermittent Employees

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

Recording 1931 Act Overtime on a Holiday

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

Transaction Code:	**TC 17, Prefix 44, INS 1931 Act O/T – Land Border Sun/Hol**
TC Descriptor:	Not applicable with this TC
Applies To:	Immigration and Naturalization Service

Description:

This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on Sundays and/or holidays as authorized by the March 2, 1931 Act.

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

Description:

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

Transaction Code:	**TC 17, Prefix 46, Military or Court Leave**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate Military and court leave are excluded from the $25,000 fiscal year cap limitation.

Description:

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

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

Description:

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

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

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

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

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

Transaction Code:	**TC 17, Suffix 1, Sales Commissions**
TC Descriptor:	Not applicable with this TC
Applies To:	Smithsonian Institution

Description:

This TC is used to record special pay entitlements resulting from the sale of Smithsonian publications.

Transaction Code:	**TC 17, Suffix 4, Incentive Pay**
TC Descriptor:	Not applicable with this TC
Applies To:	Bureau of the Census Bureau of Public Debt

Description:

This TC is used to record the monetary amount of special pay entitlements.

Note: The amount reported cannot exceed $300.00.

Transaction Code:	**TC 17, Suffix 5, Ship Inspection Overtime Pay**	
TC Descriptor:	Not applicable with this TC	
Applies To:	Federal Communications Commission	
Rate:	Hourly base rate plus 1/2 times base rate	
	Hours Worked	**Equivalent Overtime Hours**
	1 –2	4
	2 1/4 – 4	8
	4 1/4 – 6	12
	6 1/4 – 8	16
	8 1/4 or more	20
	Monday through Saturday For each 2–hour increment, give the employee 4 hours pay (1/2 day). The employee must work at least 1 hour of overtime. Overtime pay must not exceed 20 hours (2 1/2 days). This is in addition to any regular compensation per day. **Sunday and Holidays** For each inspection requiring 1 through 8 hours of overtime, the employee is entitled to 16 hours of overtime pay (2 days). The employee must work at least 1 hour of overtime. Overtime pay must not exceed 36 hours per day (4 1/2 days). For each inspection requiring over 8 hours of overtime, hours of pay will be calculated based on 2–hour increments. Use the chart shown above for detailed calculations.	

Description:

This TC is used to record overtime hours for ship inspection.

Note: It is used to report overtime pay only, not actual hours worked.

Transaction Code:	**TC 17, Suffix 6, Services/Payment**
TC Descriptor:	Not applicable with this TC
Applies To:	Senate Restaurants

Description:

This TC is used to record the monetary amount an employee is to receive in gratuity for services rendered. At the time the service was rendered, no cash was transferred from the customer to the employee (e.g., credit card purchase, etc.). Payment will be made to the employee from this entry, and the amount entered will be reported on the employee's W–2.

Transaction Code:	**TC 17, Suffix 7, Tips-Cash Received**
TC Descriptor:	Not applicable with this TC
Applies To:	Senate Restaurants National Oceanic and Atmospheric Administration

Description:

This TC is used to record the monetary amount an employee has received in tips which is to be reported for tax purposes. The employee was given the monies at the time that the service was rendered. These tips are reported as income on the W–2.

Note: Tips cannot be reported in the last pay period paid in the calendar year. They may be entered, however, on corrected T&As processed for prior pay periods which are submitted in the last pay period paid in the calendar year.

Transaction Code:	**TC 17, Suffix 8, Chauffeur Driven Auto**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record the value of chauffeur-driven vehicle usage, in **dollars and cents**.

The value of chauffeur-driven vehicle usage to be reported is based on the following calculations: (1) the percentage of miles driven for commuting purposes multiplied by the annual value of the vehicle, (2) the fuel cost of $0.55 multiplied by the number of miles driven, and (3) the value of the chauffeur services provided. Timekeepers should follow agency guidelines to obtain the amount to be reported.

The amount must be reported by the last pay period of the tax year. Otherwise, agencies must (1) submit the data on Form AD–343, Payroll Action Request, and (2) contact the National Finance Center. A delay in reporting will result in the issuance of an incorrect W–2. This information must be reported for separated employees at the time of separation.

Transaction Code:	**TC 17, Suffix 9, Parking**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees who receive qualified parking benefits

Description:

This TC is used to record the monetary amount in excess of $190 per month for which an employee is being reimbursed by the agency for parking fees or receives free parking valued in excess of $190. This fringe benefit is taxable and will be reported on the employee's W–2.

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

Record parking fees on the T&A by the last pay period of the tax year. Otherwise, (1) submit the data on Form AD–343, Payroll Action Request, and (2) contact NFC, Payroll/Personnel Operations Section. A delay in reporting will result in the issuance of an incorrect W–2. The W–2 will be adjusted to include the parking fees once Form AD–343 is processed.

Transaction Code:	**TC 18, Overtime Grain Appeal**
TC Descriptor:	01, 02, 03
Applies To:	All Federal Grain Inspection Service Employees, except Senior Executives
Rate:	One and one-half times base rate. The biweekly limitation of the gross pay for the top step of Grade GS–15 does not apply to this pay.

Description:

This TC is used to record overtime hours spent performing grain appeal inspections.

Transaction Code:	**TC 19, Overtime Over 8**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees Intermittent employees Youth Opportunity Campaign Program employees
Rate:	▪ For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS–10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5. ▪ For employees with rates of basic pay greater than basic pay for GS–10, step 1, the overtime rate is the **greater** of (1) the hourly rate of basic pay for GS10, step 1, multiplied by 1.5, or (2) the employee's hourly rate of basic pay. These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime. Retirement and thrift savings plan deductions are always computed at the employee's current base pay even though the over 8 hours are paid at an overtime rate. If the hours of work are performed in excess of 8 hours on any 1 day to complete the 40-hour basic workweek, the retirement and thrift savings plan deductions are still computed at the employee's base rate of pay. For employees who fill in nonpay status with TC 19, retirement and thrift savings plan deductions are computed at the current base pay.

Description:

This TC is used to record work performed in excess of 8 hours on any 1 day within the 40-hour basic workweek.

Full-time GS and FWS Employees

If the employee is on LWOP during the basic workweek and performs work in excess of 8 hours in any 1 day to fill-in or complete his/her 40-hour workweek, record the first 8 hours using the base pay transaction code (01, 04, 05, etc.) and the hours over 8 using TC 19. (For AWS employees, TC 19 would be reported for hours above the daily tour or 8, whichever is greater based on 80 hours per pay period.)

Part-time/Intermittent GS and FWS Employees

Use TC 19 to record the hours worked in excess of 8 hours in any 1 day.

Call-Back Time. A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record the call-back time over 8 but within 40 hours using TC 19. If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 19. Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed.

▶**Firefighters**. A firefighter must be coded FF (Firefighters) in the Special Type field in the Employee Detail box.

- **FLSA Nonexempt Firefighter**. A firefighter that is FLSA nonexempt should never have TC 19 coded on his/her T&A. If TC 19 is used, any hours of leave in excess of 106 hours taken will not be captured correctly. The T&A should be coded with any combination of TCs (except TC 19) up to the full 144 hour tour. The employee will be paid overtime for 38 hours.
- **FLSA Exempt Firefighter**. A firefighter that is FLSA exempt must have TC 19 coded for overtime on his/her T&A. The employee will receive full pay as long as leave taken does not exceed 106 hours in a single pay period. If more than 106 hours of leave is used in a single pay period, the agency must submit a manual request to provide the employee with the difference between regular time and overtime for any hours over 106, up to the 144 hour tour of duty. When nonpay time is not an issue and the employee uses less than 106 hours of leave for the pay period, 38 hours of TC 19 should always be recorded. ◀

Transaction Code:	**TC 19, Prefix 01, Overtime Over 8 for Protective Services**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	(1) For an employee exempt from FLSA, one and one-half times base hourly rate not to exceed the base rate for GS10/Step 1 (2) For an employee nonexempt from FLSA, the applicable FLSA overtime rate

Description:

This TC is used to record work for protective services duty performed in excess of 8 hours in any 1 day within the 40-hour basic workweek.

Transaction Code:	**TC 19, Prefix 97, Overtime–Scuba Diving 175%**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate

Description:

This TC is used to record overtime over 8 hours in a day actually spent in the water while engaged in diving operation performed outside the regular tour of duty.

Transaction Code:	**TC 21, Overtime–Premium Rate**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	All employees **Exception:** Senior Executives
Rate:	▪ For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS–10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5. ▪ For employees with rates of basic pay greater than basic pay for GS–10, step 1, the overtime rate is the **greater** of (1) the hourly rate of basic pay for GS10, step 1, multiplied by 1.5, or (2) the employee's hourly rate of basic pay. These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime. **Note:** National Civilian Community Corps employees are paid at a base rate. Do not use TC 21 to record hours worked in excess of the basic workweek if: ▪ the overtime worked is used to fill-in the basic workweek. (The employee was in nonpay status.) ▪ the employee is to receive compensatory time off in lieu of overtime pay **Call-Back Time.** A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record all of the call-back time using TC 21. If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 21. Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed. **Law Enforcement Officer Employees.** Overtime pay for FLSA exempt law enforcement officers who are paid more than GS–10, Step 1, is either paid at one and one-half times GS–10, Step 1, or the base rate of pay, whichever is greater. Any overtime earned after January 1, 1991, is calculated using an interim geographic adjustment or locality comparability adjustment.

Description:

This TC is used to record overtime hours performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 hours per pay period.

Transaction Code:	**TC 21, Prefix 01, Overtime–Premium Rate for Protective Services**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	One and one-half times base rate or FLSA rate

Description:

This TC is used to record overtime hours for protective services duty performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 per pay period.

Transaction Code:	**TC 21, Prefix 11, Forest Service Emergency Fire Suppression**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Forest Service
Rate:	One and one-half times the hourly rate of basic pay

Description:

This TC is used to record overtime hours performed outside the basic 40-hour workweek for those employees assigned to emergency fire suppression duty.

Transaction Code:	**TC 21, Prefix 20, Overtime Paid At Double Rate**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate **Note:** Basic pay includes locality pay and excludes premium/differential pay.

Description:

This TC is used to record overtime hours worked by Customs Officers that are calculated at two times the basic hourly rate.

Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.

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

Transaction Code:	**TC 21, Prefix 22, Call Back OT Double Rate**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate

Description:

This TC is used to record hours worked (minimum of 2) for which compensation is authorized and for which a Customs Officer is required to return to his/her place of work.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. Work must begin at least 1 hour after the end of any previous regularly scheduled tour of duty and end at least 1 hour before the beginning of the following regularly scheduled tour of duty. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 within a single fiscal year, as authorized by Customs Officers Pay Reform.

Employees entitled to customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.

Transaction Code:	**TC 21, Prefix 30, Commute OT Triple Rate**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Three times the basic hourly rate

Description:

This TC is used to record the amount of time a Customs Officer is entitled to be paid as compensation for commuting time.

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

Work must begin within 16 hours of the last regularly scheduled work assignment and more than 2 hours before the next regularly scheduled work assignment.

Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.

Transaction Code:	**TC 21, Prefix 97, Overtime–Scuba Diving 175%**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate

Description:

This TC is used to record overtime hours actually spent in the water while engaged in diving operation performed outside the regular tour of duty.

Transaction Code:	**TC 22, Overtime Double for Sunday Work**
TC Descriptor:	02, 04
Applies To:	All Animal and Plant Health Inspection Service Employees except Senior Executives
Rate:	Two times the hourly base rate

Description:

This TC is used to record overtime hours worked to perform inspection and quarantine services on Sunday. The biweekly limitation of the gross pay for the top step of Grade GS–15 does not apply to this pay.

Night Differential

The employee is also entitled to night differential payment for all hours of work performed between 6:00 p.m. and 6:00 a.m. Record the hours that fall within the night differential period using TC 13. See TC 13 instructions.

Travel

Record the hours allowed for commuted travel for Sunday work using TC 23. Travel hours are payable at the regular overtime rate and are subject to the maximum overtime rate restriction of GS–10 Step 1.

Note: TC 22 should only be used if the employee's regularly scheduled tour of duty does not include Sunday work and if the work performed is overtime.

Transaction Code:	**TC 23, Overtime Travel Under FLSA**
TC Descriptor:	01, 04
Applies To:	Nonexempt FLSA employees **Exception:** Employees entitled to Customs Officers Pay Reform
Rate:	FLSA overtime

Description:

This TC is used to record hours of travel away from the official duty station outside the tour of duty for which an employee is entitled to compensation under FLSA.

Note: Hours of travel which occur during the basic workweek must be reported using TC 01. Forty hours of regular time (including leave) must be recorded before TC 23 can be used.

Transaction Code:	**TC 24, Overtime Travel Under Title 5**
TC Descriptor:	01, 04
Applies To:	All employees **Exception:** Wage Marine Employees and Senior Executives
Rate:	One and one-half times base rate

Description:

This TC is used to record hours of travel for purposes which are compensable under Title 5 and FLSA.
See 5 CFR 550.112(g) and FPM Letter 551–24 for detailed information.

Transaction Code:	**TC 25, Overtime Over 40 With Night Differential**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees **Exception:** Employees entitled to Customs Officers Pay Reform
Rate:	Hourly overtime rate plus 10 percent base rate for night differential

Description:

This TC is used to record hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period. For AWS Code 5 or 8, record hours of work over 80 hours per pay period.

Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek.

Exception 1: Night differential in addition to overtime payment for employees performing grain appeal inspections may be paid only if the overtime is worked during the hours of services established at the point of inspection. Overtime work on grain appeal performed outside the established hours must be reported using TC 18, Overtime Grain Appeal.

Exception 2: Employees, whether full-time, part-time, or intermittent, engaged in meat and poultry inspection work are entitled to night differential for all regular and occasional overtime performed between 6:00 p.m. and 6:00 a.m.

Transaction Code:	**TC 25, Prefix 01, Overtime Over 40 With Night Differential for Protective Services**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Officers Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Hourly overtime rate plus 10 percent base rate for night differential

Description:

This TC is used to record hours of regularly scheduled work for protective services duty performed outside the basic 40-hour workweek during the night differential period. For AWS Code 5 or 8, record hours of work over 80 hours per pay period.

Transaction Code:	**TC 26, Overtime Over 8 With Night Differential**
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Youth Opportunity Campaign Program employees **Exception:** Employees entitled to Customs Officers Pay Reform
Rate:	Hourly overtime rate plus 10 percent base rate for night differential

Description:

This TC is used to record regularly scheduled work performed during the night differential period in excess of 8 hours on any 1 day within the 40 hour basic workweek.

For eligible employees, retirement and thrift savings plan deductions are computed on the employee's current base pay for the hours reported using TC 26 even though the hours are paid at the overtime rate.

For employees who fill in nonpay status with TC 26, retirement and thrift savings plan deductions are computed at the base rate of pay.

Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek and must be scheduled to recur on successive days or after specified intervals. Employees engaged in meat and poultry inspection work are entitled to night differential for all overtime work performed between 6:00 p.m. and 6:00 a.m., whether or not it was scheduled as part of the regularly scheduled workweek.

Full-time GS Employees

If the employee was on LWOP during the basic workweek and performed work during the night differential period in excess of 8 hours in any 1 day to fill-in or complete the basic workweek, record the hours over 8 using TC 26.

Record any regularly scheduled hours worked in excess of 40 hours in the workweek during the night differential period. If not regularly scheduled, the time should be recorded using TC 21 or TC 25.

Part-Time GS Employees

Use TC 26 to record the hours worked in excess of 8 hours in any 1 duty day if the hours of work are within the night differential period.

Transaction Code:	**TC 27, Overtime Plus 10% of Overtime Rate**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time Wage Marine Engineer Officers
Rate:	Hourly rate for overtime plus 10 percent. Multiply the overtime rate by 1.1 and round to the nearest cent. No other premium compensation is payable.

Description:

This TC is used to record entitlement to overtime pay for dirty work for Engineer Officers (Occupational Series 9931, 9932, 9933, and 9934).

Transaction Code:	**TC 29, Credit Hours Worked**
Transaction Code:	
TC Descriptor:	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees (excluding SES employees) FWS employees

Description:

This TC is used to record hours worked in excess of the basic work requirement, approved by the employee's agency, at the option of the employee in order to vary the length of the workday or workweek under certain alternative work schedules. The excess hours worked are not considered overtime hours.

In order for an employee to be eligible to earn credit hours, AWS field must be coded ***7*** or ***8***. If the AWS field is not coded 7 or 8, the employee will not be allowed to earn credit hours. The hours recorded under TC 29 will automatically be disallowed, but the T&A will not reject.

A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next.

Note: General Accounting Office employees may accumulate a maximum of 10 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited on a pro-rata basis and may carry over an amount equal to 1/4 of the biweekly work requirement. For example, a part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours (1/4 x 40 = 10).

If the database balance plus any credit hours earned but not used during the current pay period reflect a balance of more than 24 hours of credit hours earned, the hours in excess of 24 will not automatically be disallowed and the T&A will not reject. See TC 50, Credit Hours, for recording hours of paid absence that are to be charged to the employee's credit hours account.

Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

Transaction Code:	**TC 30, Overtime Call Back No Work Performed**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	All Employees **Exception:** Wage Marine Employees and Senior Executives
Rate:	One and one-half times base rate

Description:

This TC is used to record the number of hours of premium pay entitlement for employees called back to their place of employment when no work was performed. An employee is entitled to a minimum of 2 hours of premium pay.

If the employee performs 2 or more hours of work, all of the call-back time should be recorded using the appropriate overtime transaction code. If the employee performs less than 2 hours of work, the call-back time for which work was performed is recorded, in 15 minute increments, should be recorded using the appropriate overtime transaction code.

Transaction Code:	**TC 31, Holiday Worked**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees Summer Employment Program for Youth **(over 90 days)**
Rate:	Base rate of pay

Description:

This TC is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.

If the employee is not entitled to premium pay, TC 01 should be used to record the hours worked on a holiday.

If the employee is on an alternate work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using TC 31.

If 2 holidays occur in a single pay period, the time recorded using TC 31 can exceed 8 hours.

In addition to recording the holiday hours worked, record the employee's regularly scheduled duty hours for the day designated as a holiday using TC 66, Other Leave.

If an employee works on a day designated as a holiday outside of the regularly scheduled tour of duty, the appropriate overtime transaction code should be used.

If the employee was scheduled to work on a holiday but is called for military duty or an injury occurs, TC 31 with one of the following transaction codes should be used:

Code	**Name**
65	Regular Military Leave
67	Injury Leave
68	Emergency Military Leave

Transaction Code:	**TC 31, Holiday Worked**

Full-time GS and FWS Employees

Full-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to base pay and, if applicable, night or shift differentials for a nonworked holiday which occurs within the regularly scheduled basic workweek. If a holiday does not fall on the employee's regularly scheduled workday, the workday which is considered to be the holiday will depend upon the employee's schedule and the actual day of the holiday. The designated holiday is set forth by the Office of Personnel Management, Departmental, and agency regulations.

Full-time Employees With an Alternate Work Schedule

Full-time employees on an alternate work schedule who perform nonovertime work on a holiday (or a day designated as the holiday) are entitled to base pay plus premium pay equal to base pay for the hours worked on the holiday. The holiday hours worked cannot exceed 9 hours or 10 hours depending upon the employee's alternate work schedule.

Part-time GS and FWS Employees

Part-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to be excused or to receive premium pay only if the holiday falls within the scheduled tour of duty.

Intermittent Employees and Employees With an Appointment Limitation of Less Than 90 Days

Intermittent employees and employees with an appointment limitation of less than 90 days are not entitled to premium holiday pay. These employees receive the basic rate of compensation for the hours worked on a holiday. The 90 day requirement does not apply to employees compensated on an annual or monthly basis.

Exception: If the employee has been employed for a continuous period of 90 days or more, under one or more appointments, without a break in service, he/she is entitled to pay for a nonworked holiday plus premium pay for the holiday hours worked.

Transaction Code:	**TC 31, Prefix 01, Holiday Worked for Protective Services**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base rate of pay

Description:

This TC is used to record the hours of work for protective services duty performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.

Transaction Code:	**TC 31, Prefix 10, Holiday Pay Regular Rate**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Basic hourly rate for the hours worked on a holiday

Description:

This TC is used to record the hours of any regularly scheduled work performed on a holiday, including those holidays declared by Executive Order.

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

Note: Customs officers do not have the same entitlement to a 2-hour minimum, as is applicable to other employees.

Transaction Code:	**TC 31, Prefix 97, Holiday–Scuba Diving 175%**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate

Description:

This TC is used to record time actually spent in the water while engaged in diving operation performed on a holiday.

Transaction Code:	**TC 32, Compensatory Time Worked**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Full-Time/Part-Time FWS employees **Exception:** Employees entitled to Customs officers Pay Reform
Rate:	Time off from the scheduled basic workweek on an hour for hour basis, or, monetary payment at the overtime rate in effect for the work period in which it was earned if the compensatory time is not taken within the established timeframe.

Description:

This TC is used to record the hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay.

Regulations governing the earning of overtime pay also apply to earning compensatory time. Compensatory time must be worked outside the employee's regularly scheduled tour of duty. The amount of time off must not exceed the time spent performing irregular or occasional overtime work.

Compensatory time may be earned to repay time off for religious observance. See TC 32, Prefix 77, for detailed instructions.

Record the codes for the financial projects, activities, and locations benefitting from the compensatory time worked in the Remarks section.

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

Note: Regular compensatory time worked is the first category of premium pay that is cut back if the base pay plus premium pay exceeds the gross biweekly limitation. The personnel office can verify compensatory time balances by accessing IRIS Program IR139.

FWS Employees

To record the hours of compensatory time earned on the T&A, TC 32 must be used with suffixes 1, 2, or 3. These suffixes allow the earned compensatory time to be recorded at the prevailing rate of each shift.

Payment For Compensatory Time

The employee is paid for compensatory time when leaving the rolls or at the time designated by the agency. The employee is paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

When the employee must be paid for compensatory time, you must report through the channels of your organization, as appropriate, the employee's name, social security number, T&A contact point code, and the number of hours to be paid. This should be done during the last pay period being reported for an employee leaving the organization or at the time designated by the agency.

The personnel office must process Form AD–581, Lump Sum Leave or Compensatory Time Payments, for payment of compensatory leave. Reduce the hours paid from the compensatory leave balance in STAR for interim payments of compensatory time. Enter *To Be Paid For (Number) Comp Hours*, in the Remarks section.

Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

Transaction Code:	**TC 32, Prefix 77, Compensatory Time Worked Religious**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees

Description:

This TC is used to record the hours of irregular or occasional overtime work which the employee performs or accumulates to repay or accrue time used for religious observance.

Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted (see TC 60) should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken or by the date established by the agency. The agency may extend the time allowed to repay the advanced time off. Supervisors should review T&A's to assure repayment is made either by the end of the leave year or by the date established by the agency. The Compensatory Time for Religious Observance Report is generated for supervisors to monitor outstanding compensatory time balances to ensure that repayment is made in accordance with agency policy.

If an employee separates and maintains a positive balance of compensatory time worked for religious purposes, the compensatory time is paid at the basic rate of pay.

Compensatory time for religious observance is not subject to the premium pay provisions of Title 5 and FLSA.

Caution: Only TC 32, with Prefix 77, will reduce outstanding balances for compensatory time used for religious observance. Do not use TC 32 without the prefix to repay hours recorded against TC 60.

Transaction Code:	**TC 32, Prefix 78, Compensatory Travel Earned**
Applies To:	All employees **except** wage grade, Senior Executive Service, and Senior Foreign Service employees

Description:

This TC is used to record the hours of overtime earned for travel during uncompensated non-work hours. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Compensatory time for travel rules provide a number of definitions and conditions including "travel" and "travel status," which individuals must meet to be eligible for this form of time off from work. To obtain this information, refer to the Office of Personnel Management's regulations (5 CFR Part 550, RIN: 3206–AK74).

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. The National Finance Center will automatically delete any balances after 26 pay periods.

Compensatory time for travel is displayed in the Information Research Inquiry System (IRIS) on IRIS Program 139, Compensatory Leave & Rate, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line is displayed in the Earnings and Deductions portion of the employee's Statement of Earnings and Leave and the Employee Personnel Page to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.

Note: This TC can be recorded as "other time" or "regular time." This restriction is controlled in most T&A systems via the "Top-Flag Indicator." If the agency wishes to use accounting codes with these specific TCs, the top-flag indicator for these TCs must be set to "Y" (TC requires accounting). Recording these TCs with a top flag of "Y" allows the agency to collect and track these times for accounting purposes. As a result, if accounting is normally entered each pay period on the T&A, it must be entered for these TCs as well if they are used with a top-flag indicator of "Y". If stored accounting is normally used, no accounting data entries are required once accounting has been stored for that individual.

Transaction Code:	**TC 32, Suffix 5, Comp Time Worked at Base Rate**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Capitol Police
Rate:	Base rate of pay

Description:

This TC is used to record the hours of irregular or occasional overtime worked for which the employee has elected to take time off in lieu of receiving additional duty pay at the base rate.

Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.

Transaction Code:	**TC 32, Suffix 6, Comp Time Worked on Holiday**
TC Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Capitol Police

Description:

This TC is used to record the hours of overtime worked on a holiday for which the employee has elected to take time off in lieu of receiving holiday pay.

Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.

Transaction Code:	**TC 33, Overtime Call Back No Work on Sunday**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	All employees
Rate:	Two times base rate

Description:

This TC is used to record a minimum of 2 hours of premium pay entitlement for employees called back to perform animal inspection and plant quarantine services on Sunday when no work was performed.

If the employee performs 2 or more hours of work, record all of the time using TC 22 (plant quarantine and animal health import/export inspectors only). If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 22. Record the balance of the 2 hours for which no work was performed using TC 33.

Transaction Code:	**TC 35, Union/Contract Negotiation**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	Hourly base rate of pay

Description:

This TC is used to record union contract related activities occurring during the employee's normal work schedule.

Listed below are the activities applicable to TC 35:

- Negotiation and renegotiation of collective bargaining agreements
- A contract reopener clause
- Negotiation meetings with the Federal Mediation and Conciliation Service (FMCS) and the Federal Service Impasses Panel (FSIP)

See TC's 36, 37, and 38 for additional TCs used to record authorized, official time used for participation in union related functions not listed above.

Transaction Code:	**TC 35, Prefix 05, Union/Contract Neg.** (Negotiations) *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight.

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

Transaction Code:	**TC 35, Prefix 10, Union/Contract Neg.** (Negotiations) *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 35, Prefix 15, Union/Contract Neg.** (Negotiations) *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours union contract related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 35, Prefix 20, Union/Contract Neg.** (Negotiations) *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 35, Prefix 50, Union/Contract Neg.** (Negotiations)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of union contract related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.

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

Transaction Code:	**TC 36, Union/Midterm Negotiation**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	Hourly base rate of pay

Description:

This TC is used to record union midterm related activities occurring during the employee's normal work schedule.

TC 36 should not be used for the following union related activities:

- Negotiation and renegotiation of collective bargaining agreements
- A contract reopener clause
- Negotiation meetings with FMCS and FSIP

See TC's 35, 37, and 38 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.

Transaction Code:	**TC 36, Prefix 05, Union/Midterm Negotiations** *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 36, Prefix 10, Union/Midterm** (Negotiations) (@ *20%*)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 36, Prefix 15, Union/Midterm Neg.** (Negotiations) (@ *15%*)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of regular hourly rate

Description:

This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 36, Prefix 20, Union/Midterm Neg.** (Negotiations) (@ *20%*)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 36, Prefix 50, Union/Midterm Neg.** (Negotiations)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of union midterm related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.

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

Transaction Code:	**TC 37, Union/Ongoing LMR Act**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	Hourly base rate of pay

Description:

This TC is used to record union ongoing Labor Management Relations (LMR) related activities occurring during the employee's normal work schedule.

Listed below are the activities applicable to TC 37:

- Labor-Management Committees
- Consultations
- OSHA Inspections
- Labor relations training for union representatives
- Formal and Weingarten-type meetings

See TC's 35, 36, and 38 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.

Transaction Code:	**TC 37, Prefix 05, Union/Ongoing LMR Activity** *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 37, Prefix 10, Union/Ongoing LMR Activity** *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 37, Prefix 15, Union/Ongoing LMR Activity** *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 37, Prefix 20, Union/Ongoing LMR Activity** *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 37, Prefix 50, Union/Ongoing LMR Activity**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of union ongoing labor management related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.

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

Transaction Code:	**TC 38, Union/Grievance/Appeal Representation**
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	Hourly base rate of pay

Description:

This TC is used to record union grievance and appeal related activities occurring during the employee's normal work schedule.

Listed below are the activities applicable to TC 38:

- Grievances
- Arbitrations
- Adverse Actions
- EEO Complaints
- Other complaints and appellate processes

See TC's 35, 36, and 37 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.

Transaction Code:	**TC 38, Prefix 05, Union/Grievances/Appeals Rep.** (Representation) *(@15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 38, Prefix 10, Union/Grievances/Appeals Rep.** (Representation) *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 38, Prefix 15, Union/Grievances/Appeals Rep.**(Representation) *(@ 15%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

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

Transaction Code:	**TC 38, Prefix 20, Union/Grievances/Appeals Rep.** (Representation) *(@ 20%)*
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

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

Transaction Code:	**TC 38, Prefix 50, Union/Grievances/Appeals Rep.** (Representation)
TC Descriptor:	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of union grievance and appeals related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday that is applicable for Sunday differential.

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

Transaction Code:	**TC 39, Shore Leave Earned**
TC Descriptor:	Not applicable with this TC
Applies To:	Department of Commerce GS employees FWS employees **Exception:** Intermittent Employees and Temporary Employees With An Appointment Limitation of Less Than 90 Days

Description:

This TC is used to record hours of shore leave earned during extended voyage(s) that is to be credited to the employee's shore leave account.

Employees regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals. Shore leave is accumulated, without limitation, at the rate of 1 day for each 15 calendar days on one or more extended voyages. An extended voyage must be for 7 or more calendar days in duration.

If the employee is transferred, any shore leave balance may be transferred only if the employee does not have a break in service and is assigned to another agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump-sum) upon separation or upon assignment to a position where employees do not earn shore leave.

See TC 59 for instructions for recording shore leave used.

Transaction Code:	**TC 40, Home Leave Earned**
TC Descriptor:	Not applicable with this TC
Applies To:	All Employees in Service Abroad **Exception:** Wage Marine employees
Rate:	Base rate

Description:

This TC is used to record the number of days of home leave earned during service abroad that is to be credited as hours to the employee's home leave account.

Home leave is earned by eligible employees for service abroad. Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee's place of residence if the place of residence is the Commonwealth of Puerto Rico or a possession of the United States. The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.

Depending upon the requirements, type of assignment, and percent of differential entitlements at the post of duty, home leave is earned at the rate of 5, 10, or 15 days for each 12 months of service abroad.

When a change in the employee's home leave earning status changes during the month of service abroad, the agency should credit the employee with the amount of home leave for the month at the rate the employee was entitled to before the change was made. This may occur when:

- An employee moves between different home leave earning rates during the month of service abroad
- A change in the differential occurs during a month of service abroad and results in a different home leave earning rate

See TC 69 for instructions on home leave taken.

Transaction Code:	**TC 41, Premium Pay on an Annual Basis (Differential In Lieu Of Overtime) (DLO)**
TC Descriptor:	Not applicable with this TC
Applies To:	FLSA Exempt and Nonexempt employees **Exception:** Customs Officers Pay Reform
Rate:	For AUO, the rate is one half of the regular FLSA rate, if FLSA nonexempt; for availability pay, there is no applicable FLSA overtime

Description:

This TC is used to record the hours of standby time or AUO which were actually worked.

Note: TC 41 is used for tracking AUO and availability pay only for Small Business Administration and for Departments of Justice, Commerce, and Treasury employees.

An employee must be coded in the database by processing a personnel action to earn standby/AUO; otherwise, the T&A will reject.

The AUO1, 2, and % fields must be coded with the scheduled hours and percentage rate to begin AUO.

Transaction Code:	**TC 41, Prefix 01, Premium Pay on an Annual Basis (DLO) for Protective Services**
TC Descriptor:	Not applicable with this TC
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	For AUO, the rate is one half of the regular FLSA rate. If FLSA nonexempt, for availability pay there is no applicable FLSA overtime.

Description:

This TC is used to record the hours of AUO or the hours of availability pay which were actually worked for protective services duty.

Transaction Code:	**TC 45, Cost of Living Allowance**
TC Descriptor:	Not applicable with this TC
Applies To:	GS employees

Description:

This TC is used to begin cost of living allowance (COLA) payments.

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

The T&A entry for COLA payments is made **only** in the pay period the COLA begins. Payment will automatically continue until TC 47 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.

The hours recorded using TC 45 can only be equal to or less than the total base pay hours recorded for the pay period.

A combination of TC 45 and TC 46 cannot exceed 45 hours per week.

Transaction Code:	**TC 46, Post Differential**
TC Descriptor:	Not applicable with this TC
Applies To:	GS employees

Description:

This TC is used to begin post differential payments.

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

The T&A entry for post differential payments is made **only** in the pay period the post differential begins. Payment will automatically continue until TC 48 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.

The hours recorded using TC 46 can only be equal to or less than the total base pay hours recorded for the pay period. A combination of TC 45 and TC 46 cannot exceed 45 hours per week.

Transaction Code:	**TC 47, Stop Cost of Living Allowance**
TC Descriptor:	Not applicable with this TC
Applies To:	GS employees

Description:

This TC is used to discontinue COLA payments.

The personnel office should submit Form AD–343, Payroll Action Request, to retroactively discontinue COLA. A corrected T&A should not be processed.

Transaction Code:	**TC 48, Stop Post Differential**
TC Descriptor:	Not applicable with this TC
Applies To:	GS employees

Description:

This TC is used to discontinue post differential payments.

The personnel office should submit Form AD–343, Payroll Action Request, to discontinue post differential payments. A corrected T&A should not be processed.

Note: An employee is ineligible to receive post differential when on leave outside the post differential area.

Transaction Code:	**TC 49, Remote Worksite Allowance**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Description:

This TC is used to record the monetary amount of additional pay entitlement for employees assigned duties in remote worksites.

An employee may be entitled to an additional allowance in pay when assigned to duty at a site so remote from an established community that it causes a degree of expense, hardship, and/or inconvenience in commuting to and from his/her residence and worksite. Before using this TC you should check with your personnel office to ensure that the employee's entitlement to remote worksite allowance has been established in the database.

Transaction Code:	**TC 49, Suffix 3, Quarters Allowance Not Taxable**
TC Descriptor:	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided.
Rate:	Daily rate entered in EPIC

Description:

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is not taxable and will not be reported on the employee's W–2.

Quarters allowance can either be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC. Quarters allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.

A corrected T&A should be processed to record days from a prior pay period.

Transaction Code:	**TC 49, Suffix 4, Quarters Allowance Taxable**
TC Descriptor:	Not applicable with this TC
Applies To:	Employees assigned in a foreign area
Rate:	Daily rate entered in EPIC

Description:

This TC is used to record the number of days an employee incurs housing cost expenditures while assigned duties in a foreign area whenever free Government quarters are not provided. This allowance is taxable and will be reported on the employee's W–2.

Quarters allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC. Quarters allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.

A corrected T&A should be processed to record days from a prior pay period.

Transaction Code:	**TC 49, Suffix 9, Danger Pay Allowance**
TC Descriptor:	Not applicable with this TC
Applies To:	Employees serving at a post where civil insurrection, civil war, or warlike conditions exist
Rate:	15, 20, or 25 percent of basic pay

Description:

This TC is used to record hours of entitlement to danger pay allowance.

Danger pay is usually linked to conditions where there has been an authorized departure or evacuation of dependents and nonessential personnel. It is available to employees assigned or detailed to a danger pay post as designated by the Secretary of State.

For these purposes, a detail is defined as a minimum of four cumulative hours in one day, at a place designated as a danger pay area. When an employee is detailed to a danger pay area for four hours or more, he/she is entitled to receive the danger pay allowance for the full day.

Danger pay cannot exceed 25 percent of the basic salary. A maximum of 80 hours of danger pay allowance is allowed in one pay period.

Transaction Code:	**TC 50, Credit Hours**
TC Descriptor:	02, 03
Applies To:	Full-time/Part-time GS employees (excluding SES employees) Full-time/Part-time FWS employees

Transaction Code:	**TC 50, Credit Hours**

Description:

This TC is used to record credit hours used that were earned and recorded using TC 29. See TC 29 for more information.

Employees under variable workday or workweek schedules are allowed to work additional hours in excess of their normal tour of duty so as to vary the length of the workday or workweek for time off without leave usage.

In order to use credit hours, the employee's T&A must be coded 7 or 8 in the AWS field. If the T&A is not coded or an insufficient balance exists and the T&A reflects credit hours used, the T&A will reject. The hours used will be charged to TC 61, Annual Leave. If annual leave is not available, the hours will be charged to TC 71, Leave Without Pay.

A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited to a pro rata basis and may carry over an amount equal to 1/4 of the biweekly work requirement.

Example: A part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours (1/4 x 40 = 10).

Disposition of Credit Hours

Use TC 29, Credit Hours Worked, to record the hours of credit hours earned.

When an employee is no longer entitled to earn credit hours, the balance must be paid at the current rate of pay. Provide the servicing personnel office with a certified copy of the final T&A with the following information so that an AD–343 can be prepared for payment:

- The number of credit hours to be paid
- The T&A coded final or showing the reason of liquidation
- The accounting that is to be charged

The credit hour balances are not recorded in the Leave section of the T&A. You may maintain a record of the leave accruals and uses in the Remarks section of the T&A.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. (Credit hours taken are not considered paid leave because these hours are a substitution for hours worked. Therefore, night differential is not reduced if an employee uses 8 or more credit hours during a pay period.) Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

An employee allowed to work credit hours under a flexible work schedule is entitled to night differential only to the extent to which he/she must work at night in order to fulfill his/her basic work requirement.

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

Code	Value	Definition
02	OWCP (Injury)	Credit leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Credit leave used for time absent due to an OWCP occupational illness.

Transaction Code:	**TC 51, Suffix 1, Uniform Allowance – Taxable**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record the **monetary** amount provided as an allowance to compensate an employee for buying work uniforms. This allowance is taxable and will be reported on the employee's W–2.

Uniform allowance may be recorded in EPIC or on the T&A.

Caution: Duplicate payment could result if uniform allowance is both recorded on the T&A and entered in EPIC. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC by the personnel office.

Transaction Code:	**TC 51, Suffix 2, Separate Maintenance Allowance – Non Taxable**
TC Descriptor:	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided
Rate:	Daily rate entered in EPIC

Description:

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is tax exempt and will not be reported on the employee's W–2.

Separate Maintenance Allowance is used (1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or (2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.

Separate maintenance allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC. Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.

The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.

Transaction Code:	**TC 51, Shift Suffix 3, Separate Maintenance Allowance – Taxable**
TC Descriptor:	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided
Rate:	Daily rate entered in EPIC

Description:

This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is taxable and will be reported on the employee's W–2.

Separate Maintenance Allowance is used (1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or (2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.

Separate maintenance allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.

To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC. Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.

The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.

Transaction Code:	**TC 51, Suffix 8, Uniform Allowance – Tax Exempt**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record the **monetary** amount provided as an allowance to compensate an employee for buying work uniforms. This allowance is tax exempt and will not be reported on the employee's W–2.

Uniform allowance may be recorded in EPIC or on the T&A.

Caution: Duplicate payment could result if uniform allowance is recorded on the T&A and entered in EPIC. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC by the personnel office. Uniform allowances may be charged to the current year and one prior year appropriation during any pay period.

Transaction Code:	**TC 59, Shore Leave**
TC Descriptor:	Not applicable with this TC
Applies To:	Department of Commerce GS employees FWS employees

Description:

This TC is used to record hours of shore leave used.

Employees who are regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals. Shore leave is accumulated, without limitation, at the rate of 1 day for each 15 calendar days or one or more extended voyages. An extended voyage must be for 7 or more calendar days in duration.

If the employee is transferred to another agency or position, the shore leave balance may be transferred only if the employee does not have a break in service and is assigned to another agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump sum) upon separation or upon assignment to a position where employees do not earn shore leave.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave is 8 or more hours within a pay period.

Transaction Code:	**TC 60, Compensatory Time Used – Religious Observance**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time employees

Description:

This TC is used to record hours of absence for religious observance without a loss of pay.

Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken. The agency may extend or shorten the time allowed to repay the advanced time off. The Compensatory Time for Religious Observance Report is generated to provide supervisors an aid in monitoring outstanding compensatory time balances to assure repayment is made in accordance with established agency policies.

Compensatory time advanced using TC 60 will create a minus balance that will be reduced by compensatory overtime worked which is recorded using TC 32, Prefix 77, Compensatory Time Worked Religious Observance. A notation in the Remarks section should be made if the entry creates a negative balance for compensatory time for religious observance.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, official leave, and compensatory time used for religious observance, regardless of the number of hours taken.

Transaction Code:	**TC 60, Prefix 05, Comp Time Used – Rel. Obsrvnc. @ 15%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay

Description:

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 60, Prefix 10, Comp Time Used – Rel. Obsrvnc. @ 20%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	**Rate:** Base pay plus 20% of base pay

Description:

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 60, Prefix 15, Comp Time Used – Rel. Obsrvnc. @ 15%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay

Description:

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 60, Prefix 20, Comp Time Used – Rel. Obsrvnc. @ 20%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay

Description:

This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 60, Prefix 50, Comp Time Used – Rel. Obsrvnc. @ 50%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50% of base pay

Description:

This TC is used to record hours of absence for religious observance for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Annual Leave**
TC Descriptor:	01, 02, 03
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees **Exception:** Smithsonian Institution employees with Pay Plans RA, IC, AE

Description:

This TC is used to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance.

Eligible employees may use annual leave for such things as vacation time, personal time off, or emergencies.

An employee may elect to substitute annual leave consistent with current laws and OPM's regulations for using annual leave for any unpaid leave under the FMLA. See Family and Medical Leave Act (FMLA) for references to Federal regulations regarding employee eligibility to earn and use leave. The use of annual leave should be requested by the employee and approved by the supervisor.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

Transaction Code Descriptors. One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.

Transaction Code:	**TC 61, Annual Leave**	
Code	**Value**	**Definition**
01	FMLA	Annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act
02	OWCP (Injury)	Annual leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Annual leave used for time absent due to an OWCP occupational illness.

Transaction Code:	**TC 61, Prefix 05, Annual Leave** *(W/ Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Prefix 10, Annual Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Prefix 15, Annual Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Prefix 20, Annual Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record ours of annual leave occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Prefix 50, Annual Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of annual leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 61, Prefix 61, Annual Leave Donated**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record the number of hours of annual leave to be donated to a leave recipient for a medical emergency.

Transaction Code:	**TC 62, Sick Leave**
TC Descriptor:	*01, 02, 03*
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees **Exception:** Smithsonian Institution (Trust) employees Woodrow Wilson International Center for Scholars (Trust) employees Reading Is Fundamental employees

Description:

This TC is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.

An employee may elect to substitute sick leave consistent with current laws and OPM's regulations for using sick leave for any unpaid leave under the FMLA. See Family and Medical Leave Act (FMLA) for references to Federal regulations regarding employee eligibility to earn and use leave. The use of sick leave should be requested by the employee and approved by the supervisor.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

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

Code	Value	Definition
01	FMLA	Sick leave used in lieu of LWOP under the protection of the Family and Medical Leave Act
02	OWCP (Injury)	Sick leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Sick leave used for time absent due to an OWCP occupational illness.

Transaction Code:	**TC 62, Prefix 05, Sick Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 62, Prefix 10, Sick Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 62, Prefix 15, Sick Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 62, Prefix 20, Sick Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure than overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 62, Prefix 50, Sick Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of sick leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 62, Prefix 62, Federal Employees Family Friendly Leave Act**
TC Descriptor:	01, 02, 03, 04
Applies To:	Full-time/Part-time employees **Does Not Apply To:** Employees entitled to Customs Officers Pay Reform

Transaction Code:	**TC 62, Prefix 62, Federal Employees Family Friendly Leave Act**

Description:

This TC is used to record hours of sick leave used to care for a family member or for bereavement purposes, based on the Federal Employees Family Friendly Leave Act (FFLA).

Based on the FFLA, this TC is used to record the hours of sick leave used to (1) provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment; or (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.

All covered full-time employees are able to use up to 40 hours (5 workdays) of sick leave each year for the conditions cited above. A covered full-time employee who maintains a balance of at least 80 hours of sick leave can use an additional 64 hours (8 workdays) of sick leave per year for these purposes. For those employees who satisfy this condition, a maximum of 104 hours of sick leave (13 workdays) per leave year may be used for family member care and bereavement purposes. For a definition of "family member," refer to Public Law 103-388.

Note: The first 40 hours is unrestricted and may be advanced. However, in order to use the remaining 64 hours available under this program, the employee's sick leave balance cannot drop below 80 hours.

Part-time employees and employees with uncommon tours of duty may use an amount equal to the average number of hours of work in the employee's scheduled tour of duty each week. In addition, these employees who maintain a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week may use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year for these purposes.

Caution: The system does not maintain the cumulative amount used. A record of FFLA sick leave used should be maintained in a separate leave account (e.g., Remarks) to assure that the employee does not exceed the maximum allowed per year.

Transaction Code Descriptors. One of the codes listed below may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs. For the purpose of providing definitions for the transaction code descriptors, the provisions of the FFLA are divided into two categories, Family Care - General and Family Care - Extended.

- **Family Care - General.** These benefits are used (1) to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth, (2) to provide care for a family member as a result of medical, dental, or optical examination or treatment, (3) to make arrangements necessitated by the death of a family member or attend the funeral of a family member, or (4) for purposes related to the adoption of a child. The hourly limitations are described above.
- **Family Care - Extended.** These benefits are used to care for a family member with a serious health condition. Qualifying employees may use up to 12 administrative work weeks of sick leave (including time under Family Care - General) provided that the use of said leave does not drop the employee's sick leave balance below 80 hours.

TD	Value	Definition
01	Family Care-General w/ FMLA	Used for Family Care-General that is being used under the protection of the FMLA.
02	Family Care– Extended w/FMLA	Used for Family Care-Extended that is being used under the protection of the FMLA. This code cannot be utilized on a corrected T&A unless the employee is an approved leave recipient.
03	Family Care-General	Sick leave used for the purpose of general family care as described above.
04	Family Care-Extended	Sick leave used for the purpose extended family care as described above.

Transaction Code:	**TC 63, Restored Annual Leave**
TC Descriptor:	01, 02, 03
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Transaction Code:	**TC 63, Restored Annual Leave**

Description:

This TC is used to record hours of annual leave used that are to be deducted from an employee's restored annual leave balance.

Annual leave that was previously forfeited and subsequently restored to an employee's account is documented by the personnel office on a Form AD–582, Authorization for Restored Annual Leave under P.L. 93–181. The personnel office/supervisor must furnish you a copy of the AD–582.

Restored annual leave is not added to the employee's current annual leave balance. It is kept in a separate database record. It may be entered in the Remarks section of the T&A.

The restored annual leave must be used by the date indicated on the Form AD–582. The time limit is normally within 2 years of the end of the leave year in which it is restored. Any restored annual leave not used by the date indicated will be forfeited.

You are responsible for manually controlling the use of the restored annual leave to ensure that it is not used after the expiration date and is deleted from the T&A when the expiration date occurs.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

Transaction Code Descriptors. One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	FMLA	Restored annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act
02	OWCP (Injury)	Restored annual leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Restored annual leave used for time absent due to an OWCP occupational illness.

Transaction Code:	**TC 63, Prefix 05, Restored Annual Leave** *(W/ Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 63, Prefix 10, Restored Annual Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 63, Prefix 15, Restored Annual Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 63, Prefix 20, Restored Annual Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 63, Prefix 50, Restored Annual Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record hours of restored leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 63, Prefix 61, Restored Annual Leave Donated**
TC Descriptor:	01, 02, 03
Applies To:	All employees

Description:

This TC is used to record the number of hours of restored annual leave to be donated to a leave recipient for a medical emergency.

Transaction Code:	**TC 64, Compensatory Leave**
TC Descriptor:	02, 03
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Description:

This TC is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your agency policy regarding compensatory time payment/liquidation. Compensatory leave is liquidated on a first-earned, first-used basis. The hours of compensatory leave which are not subsequently used will be paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

Compensatory leave used cannot exceed the compensatory leave balance.

Transaction Code Descriptors. One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.

Code	Value	Definition
02	OWCP (Injury)	Regular compensatory leave used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	Regular compensatory leave used for time absent due to an OWCP occupational illness.

Transaction Code:	TC 64, Compensatory Leave

FWS Employees

To record the hours of compensatory leave used on the T&A, TC 64 must be used with suffixes 1, 2, or 3. These suffixes allow the used compensatory time to be recorded at the prevailing rate of each shift. When TC 64 is recorded in the top portion of the T&A, accounting data must be entered, unless a "2" was entered in the Accounting Data Usage Code field. This accounting data is used for reporting purposes only.

The timeframe in which compensatory leave must be used is mandated by each agency. Refer to your agency/departmental policy regarding compensatory leave usage liquidation and payment.

Note: If compensatory leave is used for religious observance, TC 60, Compensatory Time Used – Religious Observance, is used.

While compensatory time off for religious observance may be advanced, regular compensatory time may not be advanced. The employee must have worked the hours of overtime and have a compensatory leave balance before TC 64 may be used on the T&A.

Payment For Compensatory Leave

Compensatory leave is payable at separation, at the end of the leave year, or by timeframes established by the agency. The employee will be paid at the overtime rate of pay that was in effect at the time the compensatory time was earned.

When the employee must be paid for compensatory leave, report through the channels of your organization, as appropriate, the employee's name, social security number, T&A contact point code, and the number of hours to be paid. This should be done during the last period being reported for an employee leaving the organization or the pay period or time designated by the agency.

The personnel office must process a Form AD–581, Lump Sum Leave or Compensatory Time Payments, in accordance with Chapter 9 of Title I, Payroll/Personnel Processing Manual. The supervisor/timekeeper should be provided a copy of the completed Form AD–581. Upon receipt of the Form AD–581, reduce the employee's compensatory time balance by the number of hours for which the employee is being paid (STAR and TINQ) for interim compensatory time payments. Enter ***To be paid for (number) Comp hours*** in the Remarks section.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

Transaction Code:	TC 64, Prefix 78, Compensatory Travel
Applies To:	All employees **except** wage grade, Senior Executive Service, and Senior Foreign Service employees

Description:

This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Compensatory time for travel rules provide a number of definitions and conditions including "travel" and "travel status," which individuals must meet to be eligible for this form of time off from work. To obtain this information, refer to the Office of Personnel Management's regulations (5 CFR Part 550, RIN: 3206–AK74).

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. The National Finance Center will automatically delete any balances after 26 pay periods.

Compensatory time for travel is displayed in the Information Research Inquiry System (IRIS) on IRIS Program 139, Compensatory Leave & Rate, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line is displayed in the Earnings and Deductions portion of the employee's Statement of Earnings and Leave and the Employee Personnel Page to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.

Transaction Code:	TC 64, Prefix 78, Suffix 5, Compensatory Travel (W/Night Diff @ 15 %)

Transaction Code:	**TC 64, Prefix 78, Suffix 5, Compensatory Travel (W/Night Diff @ 15 %)**
Applies To:	U.S. Customs and Border Protection employees

Description:

This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance. This TC is used when the employee is entitled to night differential and the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight. An employee must be coded in the database to earn this compensation; otherwise, the T&A will reject.

Transaction Code:	**TC 64, Prefix 78, Suffix 6, Compensatory Travel (W/Night Diff @ 15 %)**
Applies To:	U.S. Customs and Border Protection employees

Description:

This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance. This TC is used when the employee is entitled to night differential and the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m. An employee must be coded in the database to earn this compensation; otherwise, the T&A will reject.

Transaction Code:	**TC 65, Regular Military Leave**
TC Descriptor:	01
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Description:

This TC is used to record the number of hours of regular military leave used.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. For additional eligibility information, see Regular Military Leave

Transaction Code Descriptor. The following code may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.

Code	Value	Definition
01	DC Parade/ Encampment	This TC/TC Descriptor combination is only available to members of the DC National Guard. An employee must have a Uniform Service Status code of 8 or 9. The number of hours used with the TC/TC Descriptor combination is unlimited in days or hours. Therefore, it does not count against an employee's annual allocation for military time.

Transaction Code:	**TC 65, Prefix 05, Regular Military Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 65, Prefix 10, Regular Military Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 65, Prefix 15, Regular Military Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 65, Prefix 20, Regular Military Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 65, Prefix 50, Regular Military Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record regular military leave hours used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Other Leave**
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	Full-time/Part-time employees Senior Executive Service employees

Description:

This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. The following types of leave fall within the Other Leave category:

Code	**Name**
J	Jury Duty
E	Examination
F	Funeral
W	Witness
V	Voting
N	Federal Holiday

Transaction Code:	TC 66, Other Leave
T	Transfer of Official Station
CO	Court (Other than J or W)
LN	State or Local Holiday
AD	Administrative Leave
NW	Hazardous Weather Dismissal
D	Bone Marrow/Organ Donor

Type the applicable code (shown above) to identify the type of official leave taken in the Remarks section.

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

Note: If an employee works on a Sunday holiday (or Sunday in-lieu of holiday), use TC 66, with the appropriate suffix to record holiday worked with Sunday premium pay. Record Code H in the Remarks section.

Sunday differential is not authorized for periods of authorized absence from work on paid leave (e.g., jury duty, witness service, funeral leave, Sunday holiday, etc.).

Transaction Code Descriptor. Specific codes may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs. Transaction Code Descriptors for this transaction code have been divided into 3 categories: (1) medical, (2) holiday, and (3) administrative.

Medical – Time coded with these Transaction Code Descriptors is subject to the same edits and criteria as time coded with TC 66 with no TDs. However, they cannot be used with TC 31 to obtain holiday worked pay.

Code	Value	Definition
01	Blood Donation	Used to record paid time off without charge to leave to permit an employee to donate blood. The pay period maximum is 4 hours and the calendar year maximum is 28 hours.
02	OWCP (injury)	Used to record paid time off without charge to leave on the day of an on-the-job injury for time absent during an employee's scheduled work hours.
03	OWCP (Illness)	Used to record paid time off without charge to leave on the first day of an illness that results in time absent due to an occupational illness.
04	Bone Marrow Donor	Used to record paid time off without charge to leave for the purposes of being tested for and/or donating bone marrow. A maximum of 56 is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.
05	Organ Donor	Used to record paid time off without charge to leave for the purposes of being tested for and/or donating an organ. A maximum of 240 hours is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.
06	Preventive Health Care	Used to record paid time off without charge to leave for time granted to an employee with less than 80 hours of accrued sick leave for the purposes of health screening programs and other effective preventive health measures. Sick leave balances must be less than 80 hours at the time of use. A maximum of 4 hours is allowed per calendar year. For more information, refer to the Presidential Declaration on "Preventive Health Care Services at the Federal Workplace," dated January 4, 2001 and OPM Transmittal 007 dated January 10, 2001.

Holiday – These Transaction Code Descriptors are used to identify paid time off for a holiday with no charge to leave. TC 31 can be used in conjunction with any TC 66 hours in order to obtain holiday worked pay if an employee worked on a holiday. However, in accordance with 5 CFR 550.131, 5 CFR 610.201, and 5 USC 6103, a holiday is defined as a legal public holiday and specifically identified. Therefore, even if a state or local holiday off with pay is granted, there is no authorization for payment of holiday pay worked if the employee is required to work.

Transaction Code:	**TC 66, Other Leave**	
Code	**Value**	**Definition**
21	Federal Holiday	Used to record paid time off without charge to leave for a period that is declared by Federal statute or Executive Order.
22	State Holiday	Used to record paid time off without charge to leave for day(s) designated as a state holiday and that is observed by a local office. This TC/TC Descriptor combination cannot be used with TC 31.
23	Local Holiday	Used to record paid time off without charge to leave for day(s) designated as a local holiday that is observed by a local office (i.e., Mardi Gras, etc.) This TC/TC Descriptor combination cannot be used with TC 31.
Administrative – These Transaction Code Descriptors are used to identify paid time off for various administrative functions.		
31	Agency Directed	Used to record paid time off without charge to leave for an employee who is not actually at the work site, but who is to be paid by the agency pending an administrative decision (i.e., for improper behavior, pending administrative investigations, etc.)
32	Court	Used to record paid time off without charge to leave for juror /witness service. **Jury Duty** – an employee who is summoned to serve as a juror in a judicial proceeding. **Witness** – An employee who is summoned as a witness in a judicial proceeding in which the Federal, state, or local government is a party. **Note:** An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave. Additionally, serving as witness in a personal capacity (traffic, divorce, custody, etc.) is not considered official duty. **Fees/Expenses** – Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of expenses (eg., transportation) do not have to be reimbursed to the agency.
33	Examination	
34	Hazardous Weather Dismissal	Used to record paid time off without charge to leave for an employee who is dismissed and/or excused from duty due to hazardous weather conditions (i.e., hurricane, floods, snow storm, etc.)
35	Office Closed	Used to record paid time off without charge to leave for an employee who is not actually working due to an office move, chemical spill, utility problems, etc.
36	Office Closed – Red Alert	Used to record paid time off without charge to leave for an employee who is not actually working due to an actual terrorist threat (i.e., bomb threat).
37	Transfer of Station	Used to record paid time off without charge to leave for an employee who is being transferred from one duty station to another for an organization's benefit.
38	Voting	Time off from work to vote in Federal, state, county, or municipal elections or in referendums on any civic matter in their community. A maximum of 8 hours is allowed per pay period.

Transaction Code:	**TC 66, Prefix 01, Other Leave for Protective Services**
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	Department of Treasury Secret Service U.S. Customs Service Officers Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service

Description:

This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. This TC should only be used in conjunction with Suffix 2, 3, or 4 for recording night differential, Sunday differential, or Sunday differential with night differential for protective services duty performed on a holiday.

Transaction Code:	**TC 66, Prefix 05, Other Leave** *(W/ Night Diff @ 15%)*
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Prefix 10, Other Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This premium pay applies to the entire basic tour of duty. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Prefix 15, Other Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Prefix 20, Other Leave** *(W/ Night Diff @ 20%)*
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of administrative leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Prefix 50, Other Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01–06, 21–23, 31–37
Applies To:	U.S. Customs Service, Customs Officers
Rate:	50% of basic hourly rate

Description:

This TC is used to record hours of administrative leave used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 66, Prefix 61, Time Off Awards**
TC Descriptor:	
Applies To:	All employees (based on agency policy)

Description:

This TC is used to record time off hours used without charge to leave or loss of pay that are granted as an incentive award.

Full-time employees may be granted up to 40 hours per award but no more than 80 hours per leave year. Part-time employees may be granted time off up to one-quarter of their biweekly scheduled tour per award and up to one-half of their biweekly scheduled tour per leave year. A personnel action must be processed to enter the time off hours granted.

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

Note: Time off hours used can be modified using TINQ Program TI008, Total Time Off & Time Off Awards.

Transaction Code:	**TC 67, OWCP Injury Leave**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record the hours of paid absence due to traumatic injury suffered on the job.

Employees may receive up to 45 calendar days of paid absence for each traumatic injury suffered on the job. Any charge to TC 67 during a day constitutes the use of that day toward the 45-day limit. Inclusive non-work days preceded and/or followed by OWCP Injury Leave count toward the 45-day limit if evidence of nonability to perform regular duties on those days exists. Unless the injury occurs before the beginning of the workday, time loss on the day of injury should be charged to administrative leave. OWCP Injury Leave begins the day after injury.

If the injury occurs during the employee's regular tour of duty and that tour of duty involves additional pay entitlement, record the hours of OWCP using TC 67 with the appropriate suffix.

Under the Federal Employees' Compensation Act, an employee who has filed a noncontroverted claim for a job-related traumatic injury is entitled to Continuation of Pay (COP) for up to 45 calendar days of disability. The employee has the option of using accrued sick or annual leave instead of COP.

If the employee has elected to use accrued leave but does not have enough to cover all disability during the 45 days, the agency should convert the employee to COP immediately upon the expiration of the leave balance. The Office of Workers' Compensation Program may not pay compensation during the 45 days of COP entitlement. Thus, to place the claimant on leave-without-pay after expiration of accrued leave during the 45-day period would defeat legislative intent by causing a period of wage loss for which compensation could not be awarded.

The agency is required to continue pay from the date of the new request for the remainder of the 45 days or until the employee is able to work. The agency is required to change past periods of paid leave to COP.

Transaction Code:	**TC 67, Prefix 05, Injury Leave @ 15%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay

Description:

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 67, Prefix 10, Injury Leave @ 20%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay

Description:

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 67, Prefix 15, Injury Leave @ 15%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay

Description:

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 67, Prefix 20, Injury Leave @ 20%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay

Description:

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 67, Prefix 50, Injury Leave @ 50%**
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50% of base pay

Description:

This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 68, Emergency Military Leave**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Description:

This TC is used to record the hours for which the employee is absent from his/her civilian place of duty because of emergency military duty.

Emergency military leave is defined as leave necessary to protect life and property in time of natural disasters, civil disorder, and the like. It is limited to a maximum of 176 hours (22 days) during each calendar year.

Copies of military orders or other documentation showing the authority, extent, and nature of the service should be retained. The certified T&A serves as certification that the required documentation is on file.

Time recorded using TC 68 creates a positive balance that accumulates during the calendar year.

Transaction Code:	**TC 68, Prefix 05, Emergency Military Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform

Transaction Code:	**TC 68, Prefix 10, Emergency Military Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officer Pay Reform.

Transaction Code:	**TC 68, Prefix 15, Emergency Military Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 68, Prefix 20, Emergency Military Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 68, Prefix 50, Emergency Military Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

Description:

This TC is used to record emergency military leave hours used for which the employee is entitled to Sunday differential.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 69, Home Leave**
TC Descriptor:	01
Applies To:	Full-time/Part-time employees performing service abroad

Description:

This TC is used to record the number of home leave hours used and charged against the accrued home leave balance.

Home leave is earned by eligible employees for service abroad. Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee's place of residence if the residence is the Commonwealth of Puerto Rico or a possession of the United States. The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period. GS employees are not entitled to night differential for home leave.

Transaction Code Descriptor. The following code may be entered in the Transaction Code Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.

Transaction Code:	**TC 69, Home Leave**	
Code	**Value**	**Definition**
01	FMLA	Home leave used in lieu of LWOP under the protection of FMLA. See FMLA for more information.

Transaction Code:	**TC 69, Prefix 05, Home Leave** *(W/ Night Diff @ 15%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of home leave used (in 15-minute increments) for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 69, Prefix 10, Home Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 69, Prefix 15, Home Leave** *(W/Night Diff @ 15%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

Description:

This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 69, Prefix 20, Home Leave** *(W/Night Diff @ 20%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

Description:

This TC is used to record hours of home leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 69, Prefix 50, Home Leave** *(W/Sunday Diff @ 50%)*
TC Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	50% of basic hourly rate

Description:

This TC is used to record hours of home leave used for which the employee is entitled to Sunday premium pay.

An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

These hours are monitored through this TC to ensure that overtime and premium pay do not exceed $25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Transaction Code:	**TC 70, Logging – Forfeiture of Pay**
TC Descriptor:	Not applicable with this TC
Applies To:	Department of Commerce Wage Marines

Description:

This TC is used to record a pay forfeiture (by hours) assessed upon an employee as a disciplinary measure while the ship is at sea or at a port other than home port.

Transaction Code:	**TC 71, Leave Without Pay (LWOP)**
TC Descriptor:	01, 02, 03, 04, 05, 06, 07, 08
Applies To:	Full-time/Part-time employees

Description:

This TC is used to record the hours of nonpay status when the employee is on approved time away from work without pay.

The T&A should be used to record LWOP for less than 30 days. A personnel action must be processed to place the employee on LWOP for 30 days or more and to return the employee to active status. If the employee was placed on LWOP by processing a personnel action, a T&A should not be processed for the pay period if the employee is on LWOP for the entire pay period. If the employee is on LWOP for only a part of the pay period, a T&A should be processed.

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

Code	Value	Definition
01	FMLA	LWOP under the protection of FMLA. See FMLA for more information.
02	OWCP (Injury)	LWOP used for time absent due to an OWCP injury on the job.
03	OWCP (Illness)	LWOP used for time absent due to an OWCP occupational illness.
04	LWOP–US (Reg)	LWOP used in conjunction with military time off because an employee has exceeded his/her allocation of military time for the year.
05	LWOP–US (Emergency)	LWOP used in conjunction with emergency military time off because an employee has exceeded his/her allocation of military time for the year.
06	Government Closure	LWOP used in conjunction with a government closure (e.g., BEP closes for winter break and employee elects not to use paid leave and/or has insufficient paid leave to cover the break.
07	Lapse in Appropriations	LWOP used in conjunction with a government closure due to a lapse in appropriations for that department/agency.
08	Allocating time for TOD	LWOP used to account for time absent during an employee's tour of duty and time beyond the tour of duty is worked and charged to TC 01.

Transaction Code:	**TC 72, Absence Without Official Leave**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time employees

Description:

This TC is used to record the hours of nonpaid absence that were not approved. Absence Without Official Leave (AWOL) is unapproved time away from work without pay.

Transaction Code:	**TC 73, Suspension**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time employees

Description:

This TC is used to record hours of suspension.

Employees are placed on suspension in an unpaid status by a personnel action. Suspension is ordered for full days only. Supervisors should inform you when an employee is placed on suspension. A personnel action is required to return these employees to duty.

Transaction Code:	**TC 74, Furlough**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time employees

Description:

This TC is used to record the hours of nonpay status because of lack of funds, work, or other nondisciplinary reasons. For IRS employees, see TC 17, Prefixes 21 and 22.

Personnel actions are required to place an employee on furlough for 1 day or more and to return the employee to duty.

Transaction Code:	**TC 89, Imprest Fund**
TC Descriptor:	Not applicable with this TC
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

Description:

This TC is used to record deductions for repayment of an emergency salary advanced payment which was made to an employee from an Imprest Fund.

For all entries made against TC 01 and TC 89, enter the same accounting code used on the SF–1165, Receipt for Cash-Subvoucher, which initially authorized the imprest fund payment. If stored accounting is used, do not enter accounting data.

Emergency salary payments may be requested for a newly gained employee through the manual processing of a split T&A.

Transaction Code:	**TC 91, Quarters**
TC Descriptor:	Not applicable with this TC
Applies To:	All employees

Description:

This TC is used to record deductions from an employee's pay when quarters are provided by the government.

Quarters deductions from an employee's pay are accomplished on the basis of payroll data stored in the employee's database. The rate and amount deducted from the employee's salary each day or each pay period must be established by processing a personnel action.

Transaction Code:	**TC 92, Meals**
TC Descriptor:	
Applies To:	All employees

Description:

This TC is used to record deductions from an employee's pay when meals are provided by the government.

See TC 17, Prefixes 11 and 18, for law enforcement meal period credit under FLSA.

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