

NFC

Procedures



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

March 2005

Time Inquiry Leave Update System (TINQ)

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time And Attendance Procedures

SECTION 4
Time Inquiry – Leave Update System (TINQ)

Latest Update Information

Title 1, Bulletin 05-5, Modification to the Time Inquiry-Leave Update System (TINQ), dated March 10, 2005, notified agencies that TINQ was modified to accommodate a new compensatory time off provision that was implemented on January 28, 2005.

The information has been incorporated into the TINQ procedure and is summarized below:

Description of Change	Page
Added examples for Compensatory Time Travel Used and Earned.	50, 51

Changes in the text are identified by “▶◀”.

Table Of Contents

About This Procedure	v
How The Procedure Is Organized	v
What Conventions Are Used	v
Who To Contact For Help	vi
System Overview	1
Reports	1
System Access	3
Security And Remote Terminal Usage	3
Sign-On	3
Sign-Off	5
Operating Features	7
System Design	7
System Edits	7
Function Keys	7
TINQ Menu	9
Annual & Sick Leave	10
Leave Sharing Program	15
Processing For A Leave Recipient	15
Processing For A Leave Recipient With Advanced Annual Leave	16
Processing Instructions For A Leave Donor	17
AWOP Leave	17
Suspension Leave	21
Military Leave	23
Comp Leave & Comp-Oth-Rt	25
Compensatory Leave Adjustments	29
Increasing Compensatory Leave Forfeited (Example 1)	30
Reducing Compensatory Leave Forfeited (Example 2)	32
Increasing Compensatory Leave Earned (Example 3)	33
Reducing Compensatory Leave Earned (Example 4)	35
Increasing Compensatory Leave Used (Example 5)	37
Reducing Compensatory Leave Used (Example 6)	38
Increasing Religious Compensatory Leave Taken (Example 7)	41
Reducing Religious Compensatory Leave Taken (Example 8)	43
Increasing Religious Compensatory Leave Earned (Example 9)	46
Reducing Religious Compensatory Leave Earned (Example 10)	48
Reducing Compensatory Time Travel Leave Used (Example 11)	50
Increasing Compensatory Time Travel Leave Earned (Example 12)	51
Home Shore Leave	54

Annual Leave Restored	54
Time Off Awards	56
Audit Trail Of Leave Updates	58
Appendix	60
TINQ Edit Messages	61
<i>Heading Index</i>	<i>Index - 1</i>

About This Procedure

This procedure provides instructions for accessing and operating the Time Inquiry - Leave Update System (TINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

This section presents the following topics:

[How The Procedure Is Organized](#)

[What Conventions Are Used](#)

[Who To Contact For Help](#)

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

[TINQ Menu](#) gives instructions for selecting options from the system's primary selection screen.

The [Appendix](#) section contains a list of the TINQ edit messages.

What Conventions Are Used

This procedure uses the following visual aids:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Delete Successful</i> is displayed.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> .	SSNO <i>Required, numeric, 9 positions</i> Key in the employee's social security number.
Figure references link figures with the text. These references are printed in bold sans serif font.	The TINQ menu (Figure 1) is displayed.
Important extra information is identified by a bolded note, warning, caution, or reminder prefix followed by statement.	Note: Enter only one code.
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.	See Compensatory Leave Adjustments for examples of processing compensatory leave adjustments.
Data that you must key in exactly as shown is printed in bold italics .	Key in 32 .

Convention	Example
Keyboard references are printed in brackets.	Press [Enter] . Press [PF6] .
Emphasized text within a paragraph is printed in bold .	If PAYE has not run, corrections can be made through the current pay period .
Optional actions at the end of a processing function are preceded by bullets.	•To exit the system, press [PF9] .

Who To Contact For Help

For questions about this procedure, contact the Government Employee Services Branch (GESB) at **504-255-5322** .

For questions about the system (including help with unusual conditions), contact Payroll Operations Branch personnel at **504-255-4630**.

For questions about processing, contact your agency AgPUG or CAPPS representative.

For questions about obtaining access authority, contact your agency Security Officer.

System Overview

The Time Inquiry - Leave Update System (TINQ) is an online entry and inquiry system of the U.S. Department of Agriculture (USDA). TINQ allows users to query and/or correct leave data from remote locations in lieu of submitting an AD-717, Audit For Leave Year 20XX, to the National Finance Center (NFC). It also provides a method of transferring leave data from donors to approved leave recipients participating in the Leave Sharing Program.

TINQ is a detailed breakdown of two Information/Research Inquiry System (IRIS) programs, IRIS Program 136, Leave, and IRIS Program 139, Comp-Leave. All data displayed in the IRIS programs can be updated and/or corrected through TINQ. TINQ and IRIS immediately display changes made in TINQ.

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

Due to system configurations, corrections to TINQ should be made after PAYE runs. After the corrections are made, the updates are immediately displayed in the appropriate TINQ and IRIS programs.

Reports

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

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

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

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

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

System Access

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

This section presents the following topics:

[Security And Remote Terminal Usage](#)

[Log-On](#)

[Log-Off](#)

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

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

Log-On

To log on to TINQ, connect to your telecommunications network. The U.S. Government Computer Warning screen (**Figure 1**) is displayed. Press **[Enter]**. The NFC banner screen (**Figure 2**) is displayed.

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

Figure 1. U.S. Government Computer Warning screen

```

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

```

Figure 2. NFC banner screen

Respond to the prompts as follows:

Enter User ID *required, alphanumeric, 8 positions max.*

Key in your assigned user ID (e.g., **NF999**). Press **[Tab]**.

Password *required, alphanumeric, 6 to 8 positions*

Key in your password. Your password is not displayed on the screen. Press **[Tab]**.

New Password *alphanumeric, 6 to 8 positions*

If your current password expires, key in a new password. Press **[Tab]**. You may change your password any time but not more than once a day.

Enter Application Name *required, alphanumeric, 9 positions max.*

Key in **TINQ** and press **[Enter]**. The TINQ menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press **[Enter]**. The CL/Supersession Main Menu screen (**Figure 3**) is displayed. Select TINQ and press **[Enter]** to display the TINQ menu.

For more information see the TINQ menu.

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

Figure 3. CL/Supersession Main Menu screen

Log-Off

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

```
Enter Next Task Code
bye
```

Figure 4. Enter Next Task Code Prompt

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

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



Operating Features

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

For more information see the following topics:

[System Design](#)

[System Edits](#)

[Function Keys](#)

System Design

TINQ is designed with one menu with nine programs for querying and updating leave data. At the menu, you complete a key field to select a program. At any screen within the system, you may select a different program by keying in the program number at the Screen Opt prompt.

System Edits

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

Function Keys



Your keyboard includes :

- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.) used to execute functions and display specific screens in the system
- Other function keys (**[Enter]**, **[Clear]**, etc.)






For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

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

Function Keys

Key	Description
	Used to display the TINQ menu.
	Used to refresh the Comp Leave & Comp-Oth-Rt, Total Time Off & Time Off Awards, and Audit Trail Of Leave Updates screens to enter a new social security number.

Function Keys

Key	Description
	Used to scroll backward to the previous Comp-Oth-Rt or Audit Trail Of Leave Updates record.
	Used to scroll forward to the next Comp-Oth-Rt or Audit Trail Of Leave Updates record.
	Used to exit the system.
	Used to enter data into the system after you have keyed it in at a screen.
	Used to move the cursor from field to field.

TINQ Menu

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

```

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

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

                                     PLEASE ENTER SELECTION:  __

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

Figure 5. TINQ Menu

Below is a brief description of each program.

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

To modify, query, or add data in the TINQ data base, at the *Please Enter Selection* prompt, key in the applicable program number (**01** through **09**) and press **[Enter]**. The applicable program is displayed.

TINQ Menu

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

This section presents the following topics:

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

Annual & Sick Leave

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

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

To select this program, at the TINQ menu, key in **01** at the *Please Enter Selection* prompt. Press **[Enter]**. The Annual & Sick Leave screen (**Figure 6**) is displayed.

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

Figure 6. Annual & Sick Leave Screen

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

SSNO

required, numeric; 9 positions

Key in the employee's social security number and press **[Enter]**.

The Annual & Sick Leave record for the social security number entered is displayed.

Agency

conditional, alphanumeric; 2 positions

The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to view or modify and press **[Enter]**. The data changes to the selected agency data.

Screen Opt

conditional, numeric, 2 positions

The program number *01* is system generated. Complete this field with the next program desired after all changes and/or additions are made.

Last Update By

no-entry

This field is system generated to indicate the identification number of the person last updating the leave data.

Donated Lv Ind

no-entry

This field is system generated to indicate whether or not the individual is an approved leave recipient.

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

Annual-Lv-Carryover-Balance

numeric, 6 positions

Key in the hours of annual leave carried forward to the current leave year.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

Sick-Lv-Carryover-Balance

numeric, 6 positions

Key in the hours of sick leave carried forward to the current leave year.

Annual-Lv-Accruals-YTD

numeric, 4 positions

Key in the number of annual leave hours accrued during the current year through the current processed pay period.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

Sick-Lv-Accruals-YTD

numeric, 3 positions

Key in the number of sick leave accruals for the current year through the current processed pay period.

Annual-Lv-Used-YTD

numeric, 6 positions

Key in the number of hours of annual leave used during the current year. The annual leave used is updated on the data base each pay period by the number of hours shown on the T&A.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

Sick-Lv-Used-YTD

numeric, 6 positions

Key in the number of hours of sick leave used during the current leave year. The sick leave used is updated on the data base each pay period by the number of hours shown on the T&A.

Annual-Lv-Current-Balance

no-entry

This field is system generated and indicates the hours of annual leave as of the current (or prior) pay period (depending on the time of pay period processing) of the current leave year.

Sick-Lv-Current-Balance

no-entry

This field is system generated and indicates the hours of sick leave as of the current (or prior) pay period (depending on the time of pay period processing) of the current leave year.

Annual-Lv-Forfeited

numeric, 5 positions

Key in the number of hours of annual leave forfeited by the employee at the end of the leave year. The annual leave is forfeited whenever the current annual leave is in excess of the number of hours the employee is entitled to carry forward from one leave year to the next.

Sick-Lv-Accrual-Reduction

numeric, 3 positions

Key in the number of sick leave hours lost due to non-pay hours for the current leave year. When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the sick leave accruals are reduced by 4 hours.

Note: This field is automatically reset to zero in the first pay period of the leave year.

**Annual-Lv-PT-Carryover-
r-Hours**

numeric, 4 positions

Key in the number of annual leave hours accrued by a part-time employee with a regular assigned tour of duty.

Note: Unapplied hours are forfeited if the employee converts to full time and has insufficient service credit to earn the minimum of 1 hour.

**Sick-Lv-PT-Carryover-
Hours**

numeric, 4 positions

Key in the number of unapplied sick leave hours.

Note: Unapplied hours are forfeited if the employee converts to full time and has insufficient service credit to earn the minimum of 1 hour.

**Annual-Lv-Accrual-
Reduction**

numeric, 3 positions

Key in the number of annual leave hours lost due to non-pay hours for the current leave year.

Note: 1) When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category. **2)** This field is automatically reset to zero in the first pay period of the leave year.

Sick-Lv-Error

no-entry

This field is system generated when the sick leave on the T&A is different from the sick leave on the data base. Valid codes are:

- 0 No Error
- 1 Balance Error
- 2 Crossfoot Error
- 3 Balance and Crossfoot Error

**Annual-Lv-Accrued-
SES**

numeric, 3 positions

Key in the number of hours of annual leave accrued during the current year by an employee in the Senior Executive Service (SES).

Frozen-Sick-Bal

numeric, 6 positions

Key in the employee's frozen sick leave balance. The frozen sick leave balance is the number of hours of sick leave an employee has at the time he/she transfers to the Federal Employees Retirement System (FERS). No additional sick leave hours can be used in the computation of an employee's retirement annuity.

Annual-Lv-Error

no-entry

This field is system generated when the annual leave on the T&A is different from the annual leave on the data base. Valid codes are:

- 0 No Error
- 1 Balance Error
- 2 Crossfoot Error
- 3 Balance and Crossfoot Error

An-Sk-Chgd-Date

no-entry

This field is system generated and indicates the date the last change was made to an employee's annual or sick leave record.

Annual-Lv-Carryover-Prior-Yr

numeric, 6 positions

Key in the number of hours of annual leave carried into the prior leave year.

Leave-Earning-Status-PP

no-entry

This field is system generated and indicates eligibility for leave accruals during the first or final pay period for an employee who is part-time or full-time with an uncommon tour of duty. **N** (no) indicates that an employee is not entitled to earn leave. **Y** (yes) indicates that an employee is entitled to earn leave.

Annual-Lv-Category

no-entry

This field is system generated and indicates the number of hours of annual leave an employee is entitled to earn each pay period.

Credit-Hrs-Current-Bal

numeric, 5 positions

Key in the number of credit hours (additional hours above the normal tour of duty) accumulated year-to-date.

Note: The maximum hours for this field is 24.

Administrative-Lv-Used-YTD

numeric, 5 positions

Key in the number of hours of administrative leave used year-to-date.

Note: This field is reset to zero at the beginning of the first pay period of the leave year.

USA-Froz-Leave-Rate

no-entry

(For Offices of the U.S. Attorneys use only). This field is system generated and indicates the base contract salary of the Assistant U.S. Attorney at the time the leave is frozen before conversion to a Presidentially-appointed U.S. Attorney.

USA-Froz-Ann-Leave-Bal

numeric, 6 positions

(For Offices of the U.S. Attorneys use only). Key in the number of annual leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.

USA-Froz-Sick-Leave-Bal

numeric, 6 positions

(For Offices of the U.S. Attorneys use only). Key in the number of sick leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.

USA-Date-Leave-Frozen

no-entry

(For Offices of the U.S. Attorneys use only). This field is system generated and indicates the date annual and sick leave hours were frozen due to an Assistant U.S. Attorney being converted to a Presidentially-appointed U.S. Attorney.

Interim-Lump-Sum-Code

numeric, 1 position

(For Offices of the U.S. Attorneys use only). Key in **Y** (yes) if an intermittent employee receives an interim lump sum payment before the separation is processed. Key in **N** (no) if an intermittent employee does not receive an interim lump sum payment before the separation is processed.

After keying in the data, press **[Enter]**. The Ann-Sick-Lv Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Leave Sharing Program

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

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

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

Processing For A Leave Recipient

In the first pay period after the beginning of the medical emergency:

1. Code the employee as a leave recipient in the Payroll/Personnel data base by entering **Y** (yes) in the Approved Leave Recipient field in PRES Program 120, Multi Element Update Document. For more information, see the PRES procedure.

2. Add the donated hours (up to **9999**) to the Annual-Lv-Accruals-YTD field in TINQ Program 01.

Up to **9999** hours of leave can be entered in the Annual-Lv-Accruals-YTD field. However, if more than the maximum number of hours allowed in 1 year is entered and the employee is not an approved leave recipient, an error message will display.

3. Enter the total amount donated in the Annual Brought Forward block of the T&A in the first pay period the recipient begins to use the donated leave. In each pay period donated leave is used, subtract the amount used from the amount available. Enter **0** in the Annual and Sick Leave Accrual fields of the T&A for each pay period until the emergency ends. (For PC-TARE users, change the annual and sick leave category field to **0** in the employee's master record. These fields should not be changed until the emergency ends.)

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

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

Processing For A Leave Recipient With Advanced Annual Leave

Follow the same instructions as listed under [Processing For A Leave Recipient](#). Take caution when making adjustments to the recipient's annual leave balance.

If the recipient is donated annual leave that is to be **used** instead of offsetting the negative annual leave balance, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to **0** and add the donated hours to the Annual-Lv-Accruals-YTD field.

Once all donated hours have been used, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to the hours shown prior to the change.

If the recipient is donated annual leave to **offset** the negative annual leave balance, add the donated hours to the Annual-Lv-Accruals-YTD field.

If the donated leave amount carries over to subsequent pay period(s), no action is required in TINQ.

Make a screen print of the Annual & Sick Leave data before making any changes.

At the end of the emergency period:

1. Enter **N** (no) in the Approved Leave Recipient field in PRES Program 120 indicating that the employee is no longer eligible for donated leave.
2. Prorate according to the number of donors any unused donated leave remaining in the recipient's account so that this leave can be recredited to the donor's account.
3. Add the unused accrued hours held in a separate account to the Annual-Lv-Accruals-YTD field.

4. Record the unused accrued hours in the Annl/Sick Brought Fwd field of the T&A.
5. Enter the employee's appropriate accrual rate(s) in the Annual and Sick Leave Accrual fields so that the employee will again accrue leave. (For PC-TARE users, enter the appropriate codes for the annual leave and sick leave categories in the employee's master record. If the employee's annual leave category changed during the emergency period, enter the appropriate new code.)

Processing Instructions For A Leave Donor

In the first pay period the leave is donated:

1. Enter the number of hours donated in the Annual-Lv-Used-YTD field in TINQ Program 01. The Annual-Lv-Current-Balance field decreases.
2. Reduce the same number of hours in the carryover balance of the T&A so that the T&A and data base agree.

At the end of the emergency period:

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

AWOP Leave

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

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

To select this program, at the TINQ menu, key in **02** at the *Please Enter Selection* prompt and press **[Enter]**. The AWOP Leave screen (**Figure 7**) is displayed.

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

Figure 7. AWOP Leave Screen

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

SSNO

required, numeric, 9 positions

Key in the employee's social security number and press **[Enter]**.

The AWOP Leave record for the social security number entered is displayed.

Agency

conditional, alphanumeric, 2 positions

The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press **[Enter]**.

Screen Opt

conditional, numeric, 2 positions

The program number 02 is system generated. Complete this field with the next program desired after all changes and/or additions are made.

Last Update By

no-entry

This field is system generated and indicates the identification number of the person last updating the leave data.

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

AWOP-Excess-30-Days -Cntr

numeric, 4 positions

Key in the number of consecutive calendar days of absence without pay in excess of 30 days occurring since the employee received a career-conditional appointment.

LWOP-Retirement-RIF

numeric, 6 positions

Key in the total number of hours of approved leave without pay occurring during the current calendar year.

Note: This field is automatically reset to zero at the end of the calendar year.

AWOP-Consecutive-Day-Cntr

numeric, 5 positions

Key in the number of consecutive calendar days of absence without pay occurring since the employee received a career-conditional appointment.

LWOP-Since-Last-WGI

numeric, 6 positions

Key in the total number of hours of approved leave without pay occurring since the employee's last within-grade increase.

Note: This field is reset to zero when the within-grade increase is granted.

AWOP-Toward-Leave-Credits

numeric, 5 positions

Key in the number of hours of absence without pay occurring during the leave year. This includes all nonpay status categories.

LWOP-During-Probation

numeric, 6 positions

Key in the total number of hours of approved leave without pay occurring during the employee's probationary period.

Note: This field is reset to zero at the end of the probationary period.

AWOP-FEHB-Termination

numeric, 3 positions

Key in the number of days of AWOP toward the termination of health benefits.

LWOP-During-Prob-Supv-Mgr

numeric, 6 positions

Key in the total number of hours of approved leave without pay occurring during probation for an employee in a supervisory/managerial position.

AWOP-FEHB-Flag

numeric, 1 position

Key in the code used to control updating the number of days of AWOP toward the termination of health benefits and the number of days in pay status following a period of AWOP. Valid codes are:

- 0 Not applicable
- 1 Update AWOP Counters
- 2 Update Pay Status Counter

AWOL-Retirement-RIF *numeric, 6 positions*
Key in the total number of hours of unapproved absence without pay occurring during the current calendar year.

Note: This field is reset to zero at the end of the calendar year.

AWOP-Begin-Date *numeric, 6 positions*
Key in the date the period of AWOP begins.

AWOL-Since-Last-WGI *numeric, 6 positions*
Key in the total number of hours of unapproved absence without pay occurring since the employee's last within-grade increase.

Note: This field is reset to zero when the within-grade increase is granted.

Pay-Status-After-A WOP *numeric, 3 positions*
Key in the number of days in pay status following a period of AWOP. It is updated by 14 days each pay period when AWOP-FEHB-Flag is 2.

Note: This field is automatically reset when the health benefits are canceled or the counter reaches 120 days.

AWOL-During-Probation *numeric, 6 positions*
Key in the total number of hours of unapproved absence without pay occurring during the employee's probationary period.

Note: This field is reset to zero at the end of the probationary period.

Cal-Yr-Split-Type-Lv *alpha, 1 position*
Key in the type of nonpay leave used for the pay period involving a calendar year split. Valid codes are:

- A** AWOL
- L** LWOP
- S** Suspension

AWOL-During-Prob-Sup v-Mgr *numeric, 6 positions*
Key in the total number of hours of unapproved absence without pay occurring during probation for an employee in a supervisory/managerial position.

Note: This field is reset to zero at the end of the probationary period.

Injury-Leave-OFEC *numeric, 6 positions*
Key in the total number of hours of injury leave used during the current leave year.

**Susp-A WOL-L WOP-Cal
-Yr-Split**

numeric, 5 positions

Key in the number of AWOP hours reported on the first or last T&A of the leave year.

After keying in the data, press **[Enter]**. The AWOP Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, enter the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Suspension Leave

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

To select this program, at the TINQ menu, key in **03** at the *Please Enter Selection* prompt and press **[Enter]**. The Suspension Leave screen (**Figure 8**) is displayed.

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

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

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

Figure 8. Suspension Leave Screen

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

SSNO

required, numeric, 9 positions

Key in the employee's social security number and press **[Enter]**.

The Suspension Leave record for the social security number entered is displayed.

Agency *conditional, alphanumeric, 2 positions*
The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press **[Enter]**.

Screen Opt *conditional, numeric, 2 positions*
The program number 03 is system generated. Complete this field with the program desired after all changes and/or additions are made.

Last Update By *no-entry*
This field is system generated and indicates the identification number of the person last updating the leave data.

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

Retirement-RIF *numeric, 6 positions*
Key in the number of hours of suspension resulting from disciplinary action occurring during the current calendar year. (These hours are used to adjust the service computation date for reduction in force.)

Since-Last-WGI *numeric, 6 positions*
Key in the number of hours of suspension resulting from disciplinary action that have occurred since the employee's last within-grade increase. (These hours are used to adjust the service computation date for within-grade increases.)

During-Probation *numeric, 6 positions*
Key in the number of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. (These hours are used to adjust the employee's probationary period.)

During-Prob-Supv-Mgr *numeric, 6 positions*
Key in the number of hours of suspension resulting from disciplinary action occurring while the employee was serving a supervisory/managerial probationary period.

After keying in the data, press **[Enter]**. The Suspension Leave record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Military Leave

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

To select this program, at the TINQ menu, key in **04** at the Please Enter Selection prompt and press **[Enter]**. The Military Leave screen (**Figure 9**) is displayed.

```
TI004                      MILITARY LEAVE                      DATE: XX/XX/XX
DB: 85                                                              TIME: 10062727
SSNO:
AGENCY:                                                              LAST UPDATE BY:
SCREEN OPT: 04

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

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

Figure 9. Military Leave Screen

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

-
- SSNO** *required, numeric, 9 positions*
Key in the employee's social security number and press **[Enter]**.
The Military Leave record for the social security number entered is displayed.
- Agency** *conditional, alphanumeric, 2 positions*
The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press **[Enter]**.
- Screen Opt** *conditional, numeric, 2 positions*
The program number *04* is system generated. Complete this field with the next program desired after all changes and/or additions are made.
- Last Update By** *no-entry*
This field is system generated and indicates the identification number of the person last updating the leave data.
To modify or add a record, complete the applicable fields as follows:

Military-Lv-Hours-YTD-Reg

numeric, 5 positions

Key in the number of hours of regular military leave used during the fiscal leave year. The system automatically generates the regular military leave hours YTD.

Note: The maximum number allowed in this field is 240 hours (including carryover) per fiscal year. (A maximum of 288 hours is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).) See the IRIS procedure for a list of the location codes.

Military-Lv-Days-YTD-Reg

numeric, 2 positions

Key in the number of regular military leave days used during the current fiscal year.

Note: The maximum number allowed in this field is 30 days. (A maximum of 36 days is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).)

Military-Lv-Hrs-YTD-Emerg

numeric, 5 positions

Key in the number of hours of emergency military leave used during the current calendar year.

Note: The maximum number allowed in this field is 176 hours.

Military-Lv-Hrs-PP-Emerg

numeric, 4 positions

Key in the number of hours of emergency military leave used during the current pay period.

Note: The maximum number allowed in this field is 80 hours.

Military-Leave-Carryover

numeric, 2 positions

Key in the number of days of military leave carried forward from the prior fiscal year to the current fiscal year.

Note: The maximum number allowed in this field is 15 days. (A maximum of 18 days is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).)

Military-Lv-Days-Prior-Yr

numeric, 2 positions

Key in the number of days of military leave carried forward into the prior fiscal year.

Note: The maximum number allowed in this field is 15 days.

Military-Lv-Hours-Prior-Yr

numeric, 5 positions

Key in the number of hours of military leave used in the prior fiscal year.

Note: The maximum number allowed in this field is 120 hours.

After keying in the data, press **[Enter]**. The Military Leave Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Comp Leave & Comp-Oth-Rt

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

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

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

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

To select this program, at the TINQ menu, key in **05** at the *Please Enter Selection* prompt and press **[Enter]**. The Comp Leave & Comp-Oth-Rt screen (**Figure 10**) is displayed.

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 15343622
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
----- RESPONSES -----		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

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

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

SSNO

required, numeric, 9 positions

Key in the employee's social security number and press **[Enter]**.

The Comp Leave & Comp-Oth-Rt records for the social security number entered are displayed.

Agency

conditional, alphanumeric, 2 positions

The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press **[Enter]**.

Page

no-entry

This field is system generated and requires no action.

Screen Opt

conditional, numeric, 2 positions

The program number 05 is system generated. Complete this field with the next program desired after all changes and/or additions are made.

Last Update By

no-entry

This field is system generated and indicates the identification number of the source of the TINQ update.

The user's ID is displayed when a user changes a compensatory record in TINQ. PAYES05, PAYEM05, NFYTD, or NF000 is displayed when a T&A processes or payroll/personnel system change occurs.

The Comp Leave & Comp-Oth-Rt inquiry fields are described below. The data displayed in these fields are system generated from processing T&A Reports and/or adjusting the Rate Records of this program.

Error Code	<i>no-entry</i> This field indicates when the compensatory leave on a T&A is different from the leave on the data base. Valid codes are: <table><tr><td>0</td><td>No Error</td></tr><tr><td>1</td><td>Balance Error</td></tr><tr><td>2</td><td>Crossfoot Error</td></tr><tr><td>3</td><td>Balance and Crossfoot Error</td></tr></table>	0	No Error	1	Balance Error	2	Crossfoot Error	3	Balance and Crossfoot Error
0	No Error								
1	Balance Error								
2	Crossfoot Error								
3	Balance and Crossfoot Error								
Forfeited	<i>no-entry</i> This field indicates the number of regular compensatory leave hours forfeited during the current year and up to 2 years prior. (For examples of adjusting this field, see Compensatory Leave Adjustments , Example 1 and Example 2 .)								
Earned-YTD	<i>no-entry</i> This field indicates the number of regular compensatory leave hours earned during the current year. (For examples of adjusting this field, see Compensatory Leave Adjustments , Example 3 and Example 4 .)								
Used-YTD	<i>no-entry</i> This field indicates the number of compensatory leave hours used during the current year. This field does not include compensatory time used for religious observance. (For examples of adjusting this field, see Compensatory Leave Adjustments , Example 5 and Example 6 .)								
Total-Current-Bal	<i>no-entry</i> This field indicates the balance of Earned-YTD hours less the Used-YTD hours of the current year.								
Prior-Yr-Bal	<i>no-entry</i> This field indicates the balance of the first prior year of compensatory leave hours (e.g., current year is 95, first prior year is 94).								
Prior-Year-Bal2	<i>no-entry</i> This field indicates the balance of the second prior year of compensatory leave hours (e.g., current year is 95, second prior year is 93).								
Leave-Used-Relig-Observer-YTD	<i>no-entry</i> This field indicates the cumulative number of compensatory leave hours used for religious observance. This field represents Religious Leave taken. (For examples of adjusting this field, see Compensatory Leave Adjustments , Example 7 and Example 8 .)								

**Comp-Lv-Bal-Rel-
Obser**

no-entry

This field indicates the balance of compensatory leave hours earned for religious observance. This field represents Religious Leave earned. (For examples of adjusting this field, see [Compensatory Leave Adjustments, Examples 9](#) and [Example 10](#).)

Comp-Lv-Changed-Date

no-entry

This field indicates the date the last update was made to an employee's compensatory leave record.

The above fields are updated when changes or adjustments are made in the Rate Records section.

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

Yr

required, numeric, 2 positions

Key in the last 2 digits of the year for the entry or adjustment. The year must be the current year or up to 2 years prior.

- To add/change the data in the Earned-YTD, Used-YTD, and/or Total-Current-Bal fields, enter the current year in the Yr field.
- To add/change the data in the Prior-Yr-Bal and/or Prior-Yr-Bal2 fields, enter the first or second prior year, whichever is applicable, in the Yr field.

Note: Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.

PP

required, numeric, 2 positions

(Valid entries are **01- 27**.) Key in the pay period in which the compensatory time was earned.

Rate

required, numeric, 5 positions

Key in the premium rate (with a decimal point to separate dollars from cents) at which the compensatory time was earned.

Note: With the exception of Pay Period 1, only 2 rate records per pay period can be entered.

Hours

required, numeric, 5 positions

Key in the number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour.

Note: With the exception of Pay Period 1, the maximum number of hours that can be entered per pay period is 256.

Ind

conditional, alpha, 1 position

Key in one of the following codes to indicate an adjustment.

- U** To increase and/or decrease the Used-YTD field. **U** must be used for current year only.
- Note:** If **U** is entered, adjustments cannot exceed the current balance.
- F** To increase and/or decrease the Forfeited field.
- R** To change the religious observance fields. Use **R** for current year only. Key in the year, pay period, rate, hours, and **R** in this field. You are prompted for an additional indicator with the message *Enter "E" For Religious Earned, "T" For Religious Used.*
- E** Key in **E** to add hours to the Comp-Lv-Bal-Rel-Obser field.
- T** Key in **T** to subtract hours from the Comp-Lv-Bal-Rel-Obser field and add to the Leave-Used-Relig-Obser-YTD field.

No entry in the Ind field indicates earned compensatory leave time.

Note: When making an entry in the Ind field, you must enter a new rate record.

To correct the Forfeited field, key in the correct year (up to 2 years prior or current) in the Yr field. Continue keying in the appropriate data in the PP, Rate, and Hours fields. Key **F** in the Ind field.

After keying in the data, press **[Enter]**. The Last Update By field displays the identification number of the person last updating the leave data.

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

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

- To access another record, press **[PF5]**, complete the SSNO field, and press **[Enter]**.
- To scroll backward, press **[PF7]**.
- To scroll forward, press **[PF8]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Compensatory Leave Adjustments

Use the following instructions to make adjustments in TINQ:

1. Prepare or obtain an up-to-date certified AD-717, Audit For Leave Year 19XX. (Do not include the current processing pay period.)
2. Query the record in TINQ.
3. Print a copy of the TINQ screen.
4. Make correction/adjustment.
5. Verify the correction/adjustment on the same screen.

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

Note: For each example, the premium rate at which the compensatory time was earned is \$10 and the current year is 1995.

Increasing Compensatory Leave Forfeited (Example 1)

In Pay Period 4 of 1995, the employee forfeited a total of 16 hours of compensatory leave. Only 11 hours are shown as forfeited in TINQ Program 05 (**Figure 11**). The forfeited hours must be increased by 5 hours.

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

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

To increase the hours, complete the fields as follows (**Figure 12**):

Yr	Key in 95 .
PP	Key in 04 .
Rate	Key in 10.00 .
Hours	Key in 5 .
Ind	Key in F .

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE                   0                PRIOR-YR-BAL                +0005.00
FORFEITED                    +0011.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                     +0000.00        COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL            +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
94 04 10.00 +005.00      95 04 10.00 +005.00 F    00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                  ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD                PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 12. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Forfeited)

Press [Enter]. The Forfeited field displays 16 hours (Figure 13).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE                   0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0016.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                     +0000.00        COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL            +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
95 04 10.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
COMP-LV AND COMP-OTH-RATE ADJUSTED
-----
                                RESPONSES
CLEAR = EXIT                  ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD                PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 13. TINQ Program 05 (After Entering The Increase In Compensatory Leave Forfeited)

TINQ Menu

Reducing Compensatory Leave Forfeited (Example 2)

In Pay Period 5 of 1995, the employee forfeited a total of 11 hours of compensatory leave. There are 16 hours shown as forfeited in TINQ Program 05 (Figure 14). The forfeited hours must be reduced by 5 hours.

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	
ERROR-CODE	0	PRIOR-YR-BAL			+0000.00
FORFEITED	+0016.00	PRIOR-YR-BAL2			+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD			+000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER			+0000.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE			
RATE RECORDS					
YR	PP	RATE	HOURS	IND	
95	03	10.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
00	00	00.00	+000.00		
RESPONSES					
CLEAR = EXIT		ENTER = INQUIRE/UPDATE		PF1 = MENU	
PF7 = BACKWARD		PF5 = REFRESH/ENTER NEW SSNO		PF8 = FORWARD	

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

To reduce the hours, complete the fields as follows (Figure 15):

Yr	Key in 95 .
PP	Key in 05 .
Rate	Key in 10.00 .
Hours	Change the plus (+) sign to a minus (-) sign and key in 5 .
Ind	Key in F .

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      LAST-UPDATE BY:        PAGE: 0001
SCREEN OPT: 05

ERROR-CODE      0          PRIOR-YR-BAL                +0000.00
FORFEITED       +0016.00  PRIOR-YR-BAL2            +0000.00
EARNED-YTD      +0000.00  LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0000.00  COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0000.00  COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 03 10.00 +000.00   95 05 10.00 -005.00 F   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 15. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Forfeited)

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

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      LAST-UPDATE BY:        PAGE: 0001
SCREEN OPT: 05

ERROR-CODE      0          PRIOR-YR-BAL                +0005.00
FORFEITED       +0011.00  PRIOR-YR-BAL2            +0000.00
EARNED-YTD      +0000.00  LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0000.00  COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0000.00  COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
94 05 10.00 +005.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
00 00 00.00 +000.00   00 00 00.00 +000.00   00 00 00.00 +000.00
COMP-LV AND COMP-OTH-RATE ADJUSTED
-----
                                RESPONSES
                                -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 16. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Forfeited)

Increasing Compensatory Leave Earned (Example 3)

The employee had 16 hours of compensatory leave showing on the data base (Figure 17). The balance should be 40 hours. The Earned-YTD balance must be increased by 24 hours.

Note: To increase the Earned-YTD field, there must be an existing compensatory leave record. Tab to the record containing the year and pay period to be corrected.



```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE      0          PRIOR-YR-BAL                +0000.00
FORFEITED       +0000.00  PRIOR-YR-BAL2            +0000.00
EARNED-YTD      +0016.00  LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0000.00  COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0016.00  COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 06 10.00 +016.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
-----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

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

Tab past the Yr, PP, and Rate fields. Enter **40** in the Hours field and leave the Ind field blank (Figure 18).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE      0          PRIOR-YR-BAL                +0000.00
FORFEITED       +0000.00  PRIOR-YR-BAL2            +0000.00
EARNED-YTD      +0016.00  LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0000.00  COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0016.00  COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 06 10.00 +040.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
-----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 18. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Earned)

Press [Enter]. The Earned-YTD and Total-Current-Bal fields display **40 hours (Figure 19)**.

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                        & COMP-OTH-RT                            TIME: 10021031
AGENCY:                                                                              PAGE: 0001
SCREEN OPT: 05                            LAST-UPDATE BY:
ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                        PRIOR-YR-BAL2                               +0000.00
EARNED-YTD                                +0040.00                        LEAVE-USED-RELIG-OBSER-YTD                +000.00
USED-YTD                                  +0000.00                        COMP-LV-BAL-REL-OBSER                     +0000.00
TOTAL-CURRENT-BAL                        +0040.00                        COMP-LV-CHANGED-DATE
                                           RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
95 06 10.00 +040.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
COMP-OTH-RATE UPDATED
-----
                        RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 19. TINQ Program 05 (After Entering The Increase In Compensatory Leave Earned)

Reducing Compensatory Leave Earned (Example 4)

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

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                        & COMP-OTH-RT                            TIME: 10021031
AGENCY:                                                                              PAGE: 0001
SCREEN OPT: 05                            LAST-UPDATE BY:
ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                        PRIOR-YR-BAL2                               +0000.00
EARNED-YTD                                +0005.00                        LEAVE-USED-RELIG-OBSER-YTD                +000.00
USED-YTD                                  +0000.00                        COMP-LV-BAL-REL-OBSER                     +0000.00
TOTAL-CURRENT-BAL                        +0005.00                        COMP-LV-CHANGED-DATE
                                           RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
95 04 10.00 +005.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
00 00 00.00 +000.00     00 00 00.00 +000.00     00 00 00.00 +000.00
-----
                        RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

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

Note: To reduce the Earned-YTD field, there must be an existing compensatory leave record.

Tab to the record containing the year and pay period to be reduced.



Tab past the Yr, PP, and Rate fields. Enter 0 in the Hours field and leave the Ind field blank (Figure 21).

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0005.00            LEAVE-USED-RELIG-OBSER-YTD +0000.00
USED-YTD                  +0000.00            COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL        +0005.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
95 04 10.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD            PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 21. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Earned)

Press [Enter]. The Earned-YTD and Total-Current-Bal fields display 0 hours (Figure 22).

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0000.00            LEAVE-USED-RELIG-OBSER-YTD +0000.00
USED-YTD                  +0000.00            COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL        +0000.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND    YR PP RATE HOURS IND    YR PP RATE HOURS IND
95 04 10.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
COMP-OTH-RT RECORD UPDATED
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD            PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 22. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Earned)


```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0020.00            LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                  +0008.00            COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL        +0012.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 04 10.00 +012.00  95 07 10.00 +008.00 U  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD            PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 24. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Used)

Press [Enter]. The Used-YTD field displays **16** hours and the Total-Current-Bal field displays **4** hours (Figure 25).

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0020.00            LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                  +0016.00            COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL        +0004.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 07 10.00 +004.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
COMP-LV AND COMP-OTH-RATE ADJUSTED
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD            PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 25. TINQ Program 05 (After Entering The Increase In Compensatory Leave Used)

Reducing Compensatory Leave Used (Example 6)

After preparing a leave audit, it was determined that an employee had only used a total of 16 hours of compensatory leave in Pay Period 8 of 1995. Twenty hours had erroneously been reported on the T&A. The hours used must be reduced by 4 (Figure 26).


```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                & COMP-OTH-RT                TIME: 10021031
AGENCY:                LAST-UPDATE BY:                PAGE: 0001
SCREEN OPT: 05
ERROR-CODE          0          PRIOR-YR-BAL                +0000.00
FORFEITED          +0000.00    PRIOR-YR-BAL2            +0000.00
EARNED-YTD         +0020.00    LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD           +0020.00    COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL  +0000.00    COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
95 06 10.00 +000.00      95 08 10.00 -004.00 U    00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
-----
                                RESPONSES
                                -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 27. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Used)

Press [Enter]. The Used-YTD field displays **16** hours and the Total-Current-Bal field displays **4** hours (Figure 28).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                & COMP-OTH-RT                TIME: 10021031
AGENCY:                LAST-UPDATE BY:                PAGE: 0001
SCREEN OPT: 05
ERROR-CODE          0          PRIOR-YR-BAL                +0000.00
FORFEITED          +0000.00    PRIOR-YR-BAL2            +0000.00
EARNED-YTD         +0020.00    LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD           +0016.00    COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL  +0004.00    COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
95 06 10.00 +000.00      95 08 10.00 +004.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
COMP-OTH-RT RECORD ADDED
-----
                                RESPONSES
                                -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE      PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 28. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Used)

Increasing Religious Compensatory Leave Taken (Example 7)

After preparing a leave audit, it was determined that an employee had used a total of 16 hours of religious compensatory leave in Pay Period 10 of 1995 but only 12 hours were reported on the T&A. The used hours must be increased by 4 (**Figure 29**).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE                   0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0020.00        LEAVE-USED-RELIG-OBSER-YTD +012.00
USED-YTD                     +0016.00        COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL           +0004.00        COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 10  10.00 +000.00  95 07  10.00 +004.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
00 00  00.00 +000.00  00 00  00.00 +000.00  00 00  00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 29. TINQ Program 05 (Before Increasing Religious Compensatory Leave Taken)

To increase the Leave-Used-Relig-Obser-YTD field, tab to the first rate record containing zeros in all fields and complete the fields as follows (**Figure 30**):

-
- Yr** Key in **95**.

 - PP** Key in **10**.

 - Rate** Key in **10.00**.

 - Hours** Key in **4**.

 - Ind** Key in **R**.
-

TINQ Menu

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:
ERROR-CODE                    0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0020.00        LEAVE-USED-RELIG-OBSER-YTD +012.00
USED-YTD                     +0016.00        COMP-LV-BAL-REL-OBSER     +0000.00
TOTAL-CURRENT-BAL           +0004.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
95 07 10.00 +000.00      95 10 10.00 +004.00      95 10 10.00 +004.00 R
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED
----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO   PF8 = FORWARD
    
```

Figure 30. TINQ Program 05 (After Keying In The Increase In Religious Compensatory Leave Taken)

Press [Enter]. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

Enter **T** in the Ind field to increase the leave used balance (**Figure 31**).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:
ERROR-CODE                    0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0020.00        LEAVE-USED-RELIG-OBSER-YTD +016.00
USED-YTD                     +0016.00        COMP-LV-BAL-REL-OBSER     -0004.00
TOTAL-CURRENT-BAL           +0004.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
95 07 10.00 +000.00      95 10 10.00 +004.00      95 10 10.00 +004.00 T
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
00 00 00.00 +000.00      00 00 00.00 +000.00      00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD              PF5 = REFRESH/ENTER NEW SSNO   PF8 = FORWARD
    
```

Figure 31. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Taken)

Press [Enter]. The Leave-Used-Relig-Observ-YTD field displays **16** hours (Figure 32).

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                        & COMP-OTH-RT                            TIME: 10021031
AGENCY:                                                                              PAGE: 0001
SCREEN OPT: 05                                                                    LAST-UPDATE BY:
ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                        PRIOR-YR-BAL2                               +0000.00
EARNED-YTD                                +0020.00                        LEAVE-USED-RELIG-OBSERV-YTD                +016.00
USED-YTD                                  +0016.00                        COMP-LV-BAL-REL-OBSERV                     +0000.00
TOTAL-CURRENT-BAL                        +0004.00                        COMP-LV-CHANGED-DATE
                                           RATE RECORDS
YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
95 07 10.00 +000.00    95 10 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
COMP-LV RECORD UPDATED
----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 32. TINQ Program 05 (After Entering The Increase In Religious Compensatory Leave Taken)

Reducing Religious Compensatory Leave Taken (Example 8)

After preparing a leave audit, it was determined that an employee had only used a total of 12 hours of religious compensatory leave in Pay Period 11 of 1995 but 16 hours were erroneously reported on the T&A. The hours used must be reduced by 4 (Figure 33).

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                        & COMP-OTH-RT                            TIME: 10021031
AGENCY:                                                                              PAGE: 0001
SCREEN OPT: 05                                                                    LAST-UPDATE BY:
ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                        PRIOR-YR-BAL2                               +0000.00
EARNED-YTD                                +0020.00                        LEAVE-USED-RELIG-OBSERV-YTD                +016.00
USED-YTD                                  +0016.00                        COMP-LV-BAL-REL-OBSERV                     +0012.00
TOTAL-CURRENT-BAL                        +0004.00                        COMP-LV-CHANGED-DATE
                                           RATE RECORDS
YR PP RATE HOURS IND   YR PP RATE HOURS IND   YR PP RATE HOURS IND
95 07 10.00 +000.00    95 10 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
    
```

Figure 33. TINQ Program 05 (Before Reducing Religious Compensatory Leave Taken)



Tab to the first rate record containing zeros in all fields and complete the fields as follows (Figure 34):

-
- Yr** Key in **95**.

 - PP** Key in **11**.

 - Rate** Key in **10.00**.

 - Hours** Change the plus (+) sign to a minus (-) sign and key in **4**.

 - Ind** Key in **R**.
-

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:
ERROR-CODE                   0                PRIOR-YR-BAL            +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2          +0000.00
EARNED-YTD                   +0020.00        LEAVE-USED-RELIG-OBSER-YTD  +016.00
USED-YTD                     +0016.00        COMP-LV-BAL-REL-OBSER      +0012.00
TOTAL-CURRENT-BAL           +0004.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
95 07 10.00 +000.00        95 10 10.00 +004.00        95 11 10.00 -004.00 R
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED
-----
RESPONSES
-----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 34. TINQ Program 05 (After Keying In The Reduction In Religious Compensatory Leave Taken)

Press [Enter]. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

Enter **T** in the Ind field to increase the leave used balance (**Figure 35**).

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0020.00            LEAVE-USED-RELIG-OBSER-YTD +016.00
USED-YTD                  +0016.00            COMP-LV-BAL-REL-OBSER      +0012.00
TOTAL-CURRENT-BAL        +0004.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
95 07 10.00 +000.00        95 10 10.00 +004.00        95 11 10.00 -004.00 T
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 35. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Taken)

Press **[Enter]**. The Leave-Used-Relig-Obser-YTD field displays **12** hours and the Comp-Lv-Bal-Rel-Obser field displays **16** hours (**Figure 36**).

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 10021031
AGENCY:                   LAST-UPDATE BY:         PAGE: 0001
SCREEN OPT: 05
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                 +0000.00            PRIOR-YR-BAL2              +0000.00
EARNED-YTD                +0020.00            LEAVE-USED-RELIG-OBSER-YTD +012.00
USED-YTD                  +0016.00            COMP-LV-BAL-REL-OBSER      +0016.00
TOTAL-CURRENT-BAL        +0004.00            COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
95 07 10.00 +000.00        95 10 10.00 +004.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
COMP-LV RECORD UPDATED
----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 36. TINQ Program 05 (After Entering The Reduction In Religious Compensatory Leave Taken)

TINQ Menu

Increasing Religious Compensatory Leave Earned (Example 9)

After preparing a leave audit in Pay Period 13 of 1995, it was determined that an employee should have a balance of 16 hours of religious compensatory leave but the data base reflects a balance of 8 hours (Figure 37).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      PAGE: 0001
SCREEN OPT: 05                LAST-UPDATE BY:

ERROR-CODE          0          PRIOR-YR-BAL                +0000.00
FORFEITED           +0000.00   PRIOR-YR-BAL2             +0000.00
EARNED-YTD          +0000.00   LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD            +0000.00   COMP-LV-BAL-REL-OBSER     +0008.00
TOTAL-CURRENT-BAL  +0000.00   COMP-LV-CHANGED-DATE

                                RATE RECORDS

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

```

Figure 37. TINQ Program 05 (Before Increasing Religious Compensatory Leave Earned)

Tab to the first rate record containing zeros in all fields and complete the fields as follows (Figure 38):

-
- Yr Key in **95**.

 - PP Key in **13**.

 - Rate Key in **10.00**.

 - Hours Key in **8**.

 - Ind Key in **R**.
-

```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT                    TIME: 10021031
AGENCY:                              PAGE: 0001
SCREEN OPT: 05                      LAST-UPDATE BY:
ERROR-CODE          0              PRIOR-YR-BAL                +0000.00
FORFEITED           +0000.00      PRIOR-YR-BAL2              +0000.00
EARNED-YTD          +0000.00      LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD            +0000.00      COMP-LV-BAL-REL-OBSER      +0008.00
TOTAL-CURRENT-BAL  +0000.00      COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 13 10.00 +008.00 R  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED
-----
                                RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD
    
```

Figure 38. TINQ Program 05 (After Keying In The Increase In Religious Compensatory Leave Earned)

Press [Enter]. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

Enter **E** in the Ind field to increase the balance (**Figure 39**).

```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT                    TIME: 10021031
AGENCY:                              PAGE: 0001
SCREEN OPT: 05                      LAST-UPDATE BY:
ERROR-CODE          0              PRIOR-YR-BAL                +0000.00
FORFEITED           +0000.00      PRIOR-YR-BAL2              +0000.00
EARNED-YTD          +0000.00      LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD            +0000.00      COMP-LV-BAL-REL-OBSER      +0008.00
TOTAL-CURRENT-BAL  +0000.00      COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 13 10.00 +008.00 E  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD
    
```

Figure 39. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Earned)

TINQ Menu

Press [Enter]. The Comp-Lv-Bal-Rel-Obsv field displays **16 hours (Figure 40)**.

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0016.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
COMP-LV RECORD UPDATED		
----- RESPONSES -----		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 40. TINQ Program 05 (After Entering The Increase In Religious Compensatory Leave Earned)

Reducing Religious Compensatory Leave Earned (Example 10)

A corrected T&A for a prior pay period (Pay Period 3 of 1995) reflecting 4 hours of used religious compensatory time was not processed in the system. The employee should have a balance of 16 hours of religious compensatory leave but the data base balance is 20 hours (Figure 41).

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0020.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
----- RESPONSES -----		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 41. TINQ Program 05 (Before Reducing Religious Compensatory Leave Earned)

Tab to the first rate record with zeros in all fields and complete the fields as follows
(Figure 42).

Yr Key in **95**.

PP Key in **03**.

Rate Key in **10.00**.

Hours Change the plus (+) sign to a minus (-) sign and key in **4**.

Ind Key in **R**.

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                       & COMP-OTH-RT            TIME: 10021031
AGENCY:                     PAGE: 0001
SCREEN OPT: 05              LAST-UPDATE BY:
ERROR-CODE                  0                PRIOR-YR-BAL                +0000.00
FORFEITED                  +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                 +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                   +0000.00        COMP-LV-BAL-REL-OBSER      +0020.00
TOTAL-CURRENT-BAL         +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP RATE HOURS IND      YR PP RATE HOURS IND      YR PP RATE HOURS IND
95 03 10.00 -004.00 R      00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED
-----
                        RESPONSES
CLEAR = EXIT              ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO   PF8 = FORWARD
    
```

Figure 42. TINQ Program 05 (After Keying In The Reduction In Religious Compensatory Leave Earned)

Press **[Enter]**. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

TINQ Menu

Enter **E** in the Ind field to reduce the balance (**Figure 43**).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      LAST-UPDATE BY:        PAGE: 0001
SCREEN OPT: 05
                                TOTAL-CURRENT-BAL
ERROR-CODE                    0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0000.00        LEAVE-USED-RELIG-OBSER-YTD +000.00
USED-YTD                     +0000.00        COMP-LV-BAL-REL-OBSER      +0020.00
TOTAL-CURRENT-BAL           +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 03 10.00 -004.00 E  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 43. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Earned)

Press **[Enter]**. The Comp-Lv-Bal-Rel-Obser field displays **16** hours (**Figure 44**).

```

TI005  DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                        & COMP-OTH-RT            TIME: 10021031
AGENCY:                      LAST-UPDATE BY:        PAGE: 0001
SCREEN OPT: 05
                                TOTAL-CURRENT-BAL
ERROR-CODE                    0                PRIOR-YR-BAL                +0000.00
FORFEITED                    +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD                   +0000.00        LEAVE-USED-RELIG-OBSER-YTD +004.00
USED-YTD                     +0000.00        COMP-LV-BAL-REL-OBSER      +0016.00
TOTAL-CURRENT-BAL           +0000.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
00 00 00.00 +000.00  00 00 00.00 +000.00  00 00 00.00 +000.00
COMP-LV RECORD UPDATED
-----
                                RESPONSES
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO  PF8 = FORWARD

```

Figure 44. TINQ Program 05 (After Entering The Reduction In Religious Compensatory Leave Earned)

Compensatory Time Travel Used (Example 11)

► In Pay Period 4 of 2005, the employee used 1 hour of Compensatory Time Travel Used (**Figure 45**). The Total-Current-Bal is reduced by 1 hour. **Note:** Can only have 1 Compensatory Travel Rate Record per pay period.

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 07564887
AGENCY:                   PAGE: 0001
SCREEN OPT: 05            LAST-UPDATE BY:
YTD & BAL REFLECTS COMP LEAVE & COMP TRAVEL
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD               +0018.00        LEAVE-USED-RELIG-OBSER-YTD +004.00
USED-YTD                 +0013.00        COMP-LV-BAL-REL-OBSER      +0004.00
TOTAL-CURRENT-BAL       +0005.00        COMP-LV-CHANGED-DATE      03/09/05

                        RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
05 01 020.00 +000.00  05 02 020.00 +002.00  05 02 000.00 +000.00
05 03 000.00 +002.00  05 04 000.00 +001.00 L  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00

----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 45. TINQ Program 05 (After Decreasing Compensatory Time Travel Used)

Compensatory Time Travel Earned (Example 12)

In Pay Period 4 of 2005, the employee earned 1 hour of Compensatory Time Travel (Figure 46). The Total-Current-Bal is increased by 1 hour after TINQ record is updated.

```

TI005 DB 85                COMP LEAVE                DATE: XX/XX/XX
SSN:                      & COMP-OTH-RT            TIME: 07564887
AGENCY:                   PAGE: 0001
SCREEN OPT: 05            LAST-UPDATE BY:
YTD & BAL REFLECTS COMP LEAVE & COMP TRAVEL
ERROR-CODE                0                PRIOR-YR-BAL                +0000.00
FORFEITED                +0000.00        PRIOR-YR-BAL2              +0000.00
EARNED-YTD               +0018.00        LEAVE-USED-RELIG-OBSER-YTD +004.00
USED-YTD                 +0013.00        COMP-LV-BAL-REL-OBSER      +0004.00
TOTAL-CURRENT-BAL       +0005.00        COMP-LV-CHANGED-DATE      03/09/05

                        RATE RECORDS
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
05 01 020.00 +000.00  05 02 020.00 +002.00  05 02 000.00 +000.00
05 03 000.00 +002.00  05 04 000.00 +001.00 C  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00
00 00 000.00 +000.00  00 00 000.00 +000.00  00 00 000.00 +000.00

----- RESPONSES -----
CLEAR = EXIT              ENTER = INQUIRE/UPDATE    PF1 = MENU
PF7 = BACKWARD           PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD
    
```

Figure 46. TINQ Program 05 (Before Increasing Compensatory Time Travel Earned)◀

TINQ Menu

Home Shore Leave

Home Shore Leave is Program 06 on the TINQ menu. This program is used to query, modify, or add home and/or shore leave records.

To select this program, at the TINQ menu, key in **06** at the *Please Enter Selection* prompt and press **[Enter]**. The Home Shore Leave screen (**Figure 47**) is displayed.

```

TI006                HOME SHORE LEAVE                DATE: XX/XX/XX
DB 85                TIME: 15350261
SSNO:
AGENCY:                LAST UPDATE BY:
SCREEN OPT: 06

HOME-LV-CURRENT-BAL    +0000.00    SHORE-LV-CURRENT-BAL    +0000.00
HOME-LV-CARRYOVER-BAL +0000.00    SHORE-LV-CARRYOVER-BAL +0000.00
HOME-LV-USED-YTD      +0000.00    SHORE-LV-USED-YTD      +0000.00
HOME-LV-ACCRUALS-YTD  +000        SHORE-LV-ACCRUALS-YTD  +000
ANNL-45-DAY-CARRY     +0000.00
ANNL-45-DAY-CODE

HOME-SHORE-LV RECORD ADDED
-----
PF1 = MENU                RESPONSES                CLEAR = EXIT
ENTER = INQUIRE/UPDATE
  
```

Figure 47. Home Shore Leave Screen

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

SSNO	<p><i>required, numeric, 9 positions</i></p> <p>Key in the employee's social security number and press [Enter]. The Home Shore Leave record for the social security number entered is displayed.</p>
Agency	<p><i>conditional, alphanumeric, 2 positions</i></p> <p>The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].</p>
Screen Opt	<p><i>conditional, numeric, 2 positions</i></p> <p>The program number <i>06</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.</p>
Last Update By	<p><i>no-entry</i></p> <p>This field indicates the identification number of the person last updating the leave data.</p>

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

Home-Lv-Current-Bal	<i>no-entry</i> This field is system generated and indicates the number of hours of home leave to the credit of the employee as of the current (or prior) pay period (depending on the time of pay period processing) of the current year.
Shore-Lv-Current-Bal	<i>no-entry</i> This field is system generated and indicates the number of hours of shore leave to the credit of the employee as of the current (or prior) pay period (depending on the time of pay period processing) of the current year.
Home-Lv-Carryover-Bal	<i>numeric, 6 positions</i> Key in the number of hours of home leave carried forward from the previous year.
Shore-Lv-Carryover-Bal	<i>numeric, 6 positions</i> Key in the number of hours of shore leave carried forward from the previous year.
Home-Lv-Used-YTD	<i>numeric, 6 positions</i> Key in the total of home leave hours used during the current leave year.
Shore-Lv-Used-YTD	<i>numeric, 6 positions</i> Key in the total shore leave hours used during the current leave year.
Home-Lv-Accruals-YTD	<i>numeric, 3 positions</i> Key in the total home leave hours accrued during the current leave year.
Shore-Lv-Accruals-YTD	<i>numeric, 3 positions</i> Key in the total shore leave hours accrued during the current leave year.
Ann-45-Day-Carry	<i>numeric, 6 positions</i> Key in the number of hours an employee stationed at an overseas or foreign duty post is entitled to carry forward from one leave year to another. The maximum annual leave accumulation is 45 days.
Ann-45-Day-Code	<i>alpha, 1 position</i> Key in Y (yes) or N (no) to indicate whether or not the employee is entitled to carry forward from one leave year to another a maximum of 45 days of annual leave.

After keying in the data, press **[Enter]**. The Home Shore Leave record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Annual Leave Restored

Annual Leave Restored is Program 07 on the TINQ menu. This program is used to query, modify, or add records to restore annual leave that was forfeited by an employee because of public exigency, sickness, or administrative error. This program is also updated when data is entered in PRES Document Type 165, Authorization For Restored Annual Leave.

To select this program, at the TINQ menu, key in **07** at the *Please Enter Selection* prompt and press **[Enter]**. The Annual Leave Restored screen (**Figure 48**) is displayed.

```

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

REST-YEAR                                00
REST-HRS                                +000.00                                *****
* LEAVE *
* YR 94 :3 YRS REMAINING TO USE REST-HRS *
* YR 93 :2 YRS REMAINING TO USE REST-HRS *
* YR 92 :1 YR REMAINING TO USE REST-HRS *
*
REST-YEAR                                00
REST-HRS                                +000.00                                *****

REST-YEAR                                00
REST-HRS                                +000.00                                *****

REST-FORFEITED                            +000.00

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

Figure 48. Annual Leave Restored Screen

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

SSNO

required, numeric, 9 positions

Key in the employee's social security number and press **[Enter]**.

The Annual Leave Restored record for the social security number entered is displayed.

Agency	<i>conditional, alphanumeric, 2 positions</i> The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter] .
Screen Opt	<i>conditional, numeric, 2 positions</i> The program number <i>07</i> is system generated. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	<i>no-entry</i> This field indicates the identification number of the person last updating the leave data. To modify or add a record, complete the applicable fields as follows:
Exceed Max Ind	<i>conditional, alpha, 3 positions</i> Key in Yes if restored annual leave exceeds the maximum hours an employee earns in the leave year. There are three sets of Rest-Year and Rest-Hrs Fields. The message board on the screen displays the amount of time remaining to use the restored annual leave. Complete the applicable set(s) as follows:
Rest-Year	<i>numeric, 2 positions</i> Key in the last two digits of the year in which the annual leave was restored. The year is used to project the temporary period during which the restored leave must be scheduled and used, or otherwise forfeited. Note: 1) TINQ does not allow entry of the current year. Use PRES Document Type 165 to add, change, or delete restored annual leave hours for the current leave year. Use TINQ to add, change, or delete restored annual leave hours for prior years. 2) Do not enter the same year in more than one Rest-Year field.
Rest-Hrs	<i>numeric, 5 positions</i> Key in the total number of annual leave restored hours.
Rest-Forfeited	<i>numeric, 5 positions</i> Key in the number of annual leave restored hours which have been forfeited.

After keying in the data, press **[Enter]**. The Annual Leave Restored record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Time Off Awards

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

To select this program, at the TINQ menu, key in **08** at the *Please Enter Selection* prompt and press **[Enter]**. The Total Time Off & Time Off Awards screen (**Figure 49**) is displayed.

```

TI008 DB 0061                TOTAL TIME OFF                DATE: XX/XX/XX
SSN:                        & TIME OFF AWARDS                TIME: 13141283
AGENCY:                      PAGE: 0001
SCREEN OPT: 08

                                TOTAL TIME OFF
                                TOTAL-TIME-OFF-HOURS    +000.00

                                TIME OFF AWARDS
YR  PP  HOURS  USED  BALANCE  FORFEIT  CHANGE ID  CHANGE DATE

----- RESPONSES -----
CLEAR = EXIT                ENTER = INQUIRE/UPDATE        PF1 = MENU
PF7 = BACKWARD             PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD

```

Figure 49. Total Time Off & Time Off Awards Screen

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

SSNO

required, numeric, 9 positions

Key in the employee's social security number and press **[Enter]**.

The Total Time Off & Time Off Awards record for the selected social security number is displayed showing data from the employee's T&A or personnel action, as applicable.

Agency

conditional, alphanumeric, 2 positions

The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code for the applicable record and press **[Enter]**.

Page	<i>no-entry</i> The program page number is system generated. If the record contains more than one page, press [PF8] to scroll forward or press [PF7] to scroll backward.
Screen Opt	<i>conditional, numeric, 2 positions</i> The program number <i>08</i> is system generated. Complete this field with the next program desired after all changes are made.
Total Time Off Hours	<i>no-entry</i> This field is system generated and indicates the total time off hours available.
Yr	<i>no-entry</i> This field is system generated and indicates the year the time off award was granted.
PP	<i>no-entry</i> This field is system generated and indicates the pay period the time off award was granted.
Hours	<i>no-entry</i> This field is system generated and indicates the number of time off hours granted for the pay period shown.
Used	<i>numeric, 6 positions</i> This field is system generated and indicates the number of time off award hours used for the pay period number shown. This is the only field that can be changed. Key in the correct number of hours. Note: When cancelling an award, update TINQ Program 08 before entering the cancellation action.
Balance	<i>no-entry</i> This field is system generated based on changes made to the Used field.
Forfeit	<i>no-entry</i> This field is system generated and indicates the hours forfeited. Note: Time off award hours are forfeited if not used within 1 year.
Change ID	<i>no-entry</i> This field is system generated and indicates the user ID (user identification number) of the last person updating the time off record.

Change Date

no-entry

This field is system generated and indicates the date the last change was made to an employee's time off record.

After keying in the data, press **[Enter]**. The modified Total Time Off & Time Off Awards record is displayed.

- To access another record, key in the social security number directly over the one displayed and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.

Audit Trail Of Leave Updates

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

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

To select this program, at the TINQ menu, key in **09** at the *Please Enter Selection* prompt and press **[Enter]**. The Audit Trail Of Leave Updates screen (**Figure 50**) is displayed.

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

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

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

Figure 50. Audit Trail Of Leave Updates Screen

To query a record, complete the fields as follows:

SSNO

required, numeric, 9 positions

Key in the employee's social security number.

Agency444423333333 *required, alphanumeric, 2 positions*
Key in the employee's agency code.

Screen Opt *conditional, numeric, 2 positions*
The program number *09* is system generated. Key in the next program number of the program you want to access.

Page *no-entry*
This field is system generated and requires no action.

Press **[Enter]**.

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

Data in this list includes the following:

- Update By User-ID
- On Date
- At Time
- For Description
- Old Data
- New Data
- To access another record, press **[PF5]**, enter the social security number and agency code and press **[Enter]**.
- To access another program, key in the program number in the Screen Opt field and press **[Enter]**.
- To scroll backward to the previous page, press **[PF7]**.
- To scroll forward to the next page, press **[PF8]**.

Appendix

This section presents the following Appendix:

[TINQ Edit Messages](#)

TINQ Edit Messages

Description

Error With Audit-EP Store, Call Customer Support

Error Reading Audit-EP Rec, Call Customer Support

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

Access Denied, Available Agency = _____

Security Denied Access

Security Denied Access, Check Agency

Not Employee Of Requested Agency

Error On Salary Duplicate, Call Customer Support

Error On Audit Calc In Include, Call Customer Support

SSNO Not On Data Base #1

SSNO Not On Data Base #2

No Fields Were Changed

Please Correct Highlighted Fields

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

SSNO Must Be Numeric

DB Error On Salary Calc, Call Customer Support

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

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

Fraction Hours Must = 00, 25, 50, 75

Please Enter Numeric Task Number

Please Enter Your Selection

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

No AWOP Record, Key Data & Enter To Add

Error On Obtain AWOP, Call Customer Support

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

Error On Obtain Susp-Lv, Call Customer Support

No Mil-Lv Record, Key Data & Enter To Add

Error On Obtain Mil-Lv, Call Customer Support

Unable to Add Comp_Lv Record, Call Customer Support

Error On Obtain Comp-Lv, Call Customer Support

No Home-Shore-Lv Record, Key Data & Enter To Add

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

No Ann-Lv-Rest Record, Key Data & Enter To Add

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

Ann-Lv Change Not Allowed; Separation & Lump Sum Paid; No Fields Updated

Cannot Add Ann-Sick-Lv Record, Call Customer Support

Ann-Sick-Lv Record Updated

Problem With Ann-Sick-Lv Modify, Call Customer Support

Please Correct Highlighted Field, Fraction Must = 00, 25, 50, 75

Not Approved Leave Recipient, (TI-Annual-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

Not Approved Leave Recipient, (TI-Sick-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

(TI-Annual-Leave-Used-YTD), Exceeds Max Hours Of 2080

(TI-Sick-Leave-Used-YTD), Exceeds Max Hours of 2080

(TI-Credit-Hrs-Current-Bal), Exceeds 24 Hour Maximum

Access Denied, Available Agency = 'XX'

Must Be 0, 1, Or 2

Leave Types Are A=AWOL, L=LWOP, S=Suspension

AWOP Record Updated

Rate Records Balanced

AWOP Record Added

Unable To Add AWOP Record, Call Customer Support

Invalid Month, Re-Enter

Invalid Year, Re-Enter

Invalid Day, Re-Enter
Unable To Obtain Owner Record, Call Customer Support
Unable To Modify Owner Record, Call Customer Support
Susp-Lv Record Updated
Problem With Susp-Lv Modify, Call Customer Support
Susp-Lv Record Added
Unable To Add Susp-Lv Record, Call Customer Support
Mil-Lv Record Updated
Problem With Mil-Lv Modify, Call Customer Support
Mil-Lv Record Added
Unable To Add Mil-Lv Record, Call Customer Support
Max Hours = 288 (Including Carryover Days), Please Re-Enter
Max Hours = 240 (Including Carryover Days), Please Re-Enter
Max Hours = 144 (Including Carryover Days), Please Re-Enter
Max Hours = 120 (Including Carryover Days), Please Re-Enter
(Military-Lv-Days-YTD-Reg) Exceeds 36 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 30 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 18 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 15 Day Maximum
(Military-Lv-Hrs-YTD-Emer g) Exceeds Maximum Allowed
(Military-Lv-Hrs-YTD-Emer g) Exceeds 176 Hr Maximum
(Military-Lv-Hrs-PP-Emer g) Exceeds 80 Hr Maximum
(Military-Leave-Carryover) Exceeds 18 Day Maximum
(Military-Leave-Carryover) Exceeds 15 Day Maximum
(Military-Lv-Days-Prior-Yr) Exceeds 18 Day Maximum
(Military-Lv-Days-Prior-Yr) Exceeds 15 Day Maximum
Comp-Oth-Rt Record Added
Comp-Lv And Comp-Oth-Rt Adjusted

Comp-Oth-Rt Record Updated

Comp-Lv Record Updated

Call Programmer, Database Error

Error On Obtain Comp-Lv, Call Customer Support

Unable To Read Table-28, Call Customer Support

Comp-Lv-Bal Exists Without Rate Recs, Add Rate Rec Or Press Enter To Balance

No Rate Records, Key In Data, Enter To Add

Current Comp-Lv Not In Balance, Press Enter If Balance Is Desired

Current Comp-Lv Not In Balance, Press Enter If Balance is Desired-1

Prior-1 Comp-Lv Not In Balance, Press Enter If Balance Desired

Prior-2 Comp-Lv Not In Balance, Press Enter If Balance Desired

***** Press Enter To Balance Rate Records *****

***** Press Enter To Balance Comp Leave *****

Press PF8 To See More Records Or PF5 To Enter New SSNO

No More Records, PF5 To Enter New SSNO

Cannot Modify This Record, Call Customer Support

DB-Error On Comp-Oth-Rt Modify, Call Customer Support

Neg Earned Not Allowed, Press Enter To Reduce Used-YTD

Record Has Been Balanced And Updated

DB-Error On Comp-Lv Modify, Call Customer Support

Lost Currency

Press PF7/PF8 To Page Backwad/Forward

Numerics Only, Please Re-Enter

Maximum No. Of Rate Records, Call Customer Support

Zero This Record And Enter Rate Record On Line Above

Current Calendar Year Rate Records Cannot Be Entered Until February

53 Rate Records Is The Maximum, Call Customer Support

Please Enter Valid Year

Please Enter Valid PP

Please Enter Correct Rate

Ind Cannot Be Added To Existing Record, Add New Record

Enter "E" For Religious Earned. "T" For Religious Used

Indicator Must Be F, U, R, Or Space

Religious or Used Leave Must Be Current Year

Top Of Data Reached, Press PF5 To Enter New SSNO

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

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

End Of Data, PF7 To Page Backward

Year Change Not Allowed, Create New Rate Record

Year Out Of Range, Call Customer Support

Ind Must Be Space When Modifying Rcd

Negative Hours Not Allowed For Prior Years

Negatives Not Allowed, Reduce Comp-Oth-Rt Hours

Year In Error, Only Three Years Allowed

Must Enter Hours To Store Record

Negative Hours Not Allowed, Reduce Existing Record

Negative Hours Not Allowed

Invalid Pay Period, Please Correct

Maximum 2 Rate Records Per PP Per Year

Maximum 256 Hours Per PP Per Year

Negative Used Hours Not Allowed

Negative Used Or Balance Hours Not Allowed

Used Cannot Exceed Current Balance

Negative Used Or Balance Hours Not Allowed

Forfeited Hours Exceed Current Balance, Re-Enter

Forfeited Balance Less Than Hour Amount!

Hours Forfeited Exceed Available Balance

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

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

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

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

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

45 Day Code Must = 'Y' Or 'N'

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

Home-Shore-Lv Record Updated

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

Home-Shore-Lv Record Added

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

Max Hours = 360 For Newly Established Record

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

To Exceed Max Hours To Be Restored, Enter "Yes" At Ind

Ann-Lv-Rest Record Updated

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

Ann-Lv-Rest Record Added

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

Please Enter Year For Restored Hours

Cannot Restore Hours For Current Or Future Year

Cannot Restore Hours Past 3 Years

Duplicate Years Not Valid, Re-Enter

Please Enter Hours To Be Restored

Exceeds Max Hours Allowed, Re-Enter

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

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

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

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

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

No Time-Off-Awards For This Employee

No More Records For This Employee

PF8 To See More Records

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

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

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

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

Award Hours Have Been Used

Negatives Not Allowed

Award Time Has Expired1

Award Time Has Expired2

Used Hours Exceed Available Hours

Please Use Balance Of Previous Award

No Fields Changed

Please Enter SSNO And Agency

Heading Index

This 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.

A

[About This Procedure. v](#)

[Annual & Sick Leave. 10](#)

[Annual Leave Restored. 53](#)

[Appendix. 59](#)

[Audit Trail Of Leave Updates. 57](#)

C

[Compensatory Leave Adjustments. 29](#)

[Compensatory Time Travel Used \(Example 11\).50](#)

[Compensatory Time Travel Earned \(Example 12\).51](#)

F

[Function Keys. 7](#)

H

[Home Shore Leave. 51](#)

[How The Procedure Is Organized. v](#)

I

[Increasing Compensatory Leave Earned \(Example 3\). 33](#)

[Increasing Compensatory Leave Forfeited \(Example 1\). 30](#)

[Increasing Compensatory Leave Used \(Example 5\). 37](#)

[Increasing Religious Compensatory Leave Earned \(Example 9\). 46](#)

[Increasing Religious Compensatory Leave Taken \(Example 7\). 41](#)

L

[Latest Update Information. i](#)

[Leave Sharing Program. 15](#)

O

[Operating Features. 7](#)

P

[Processing For A Leave Recipient. 15](#)

[Processing For A Leave Recipient With Advanced Annual Leave. 16](#)

R

[Reducing Compensatory Leave Forfeited \(Example 2\). 32](#)

[Reducing Compensatory Leave Used \(Example 6\). 38](#)

[Reducing Religious Compensatory Leave Earned \(Example 10\). 48](#)

[Reducing Religious Compensatory Leave Taken \(Example 8\). 43](#)

[Reports. 1](#)

S

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

[Sign-Off. 5](#)

[Sign-On. 3](#)

[System Access. 3](#)

[System Design. 7](#)

[System Edits. 7](#)

[System Overview. 1](#)

T

[Table Of Contents. iii](#)
[Time Off Awards. 55](#)
[TINQ Edit Messages. 60](#)
[TINQ Menu. 9](#)

W

[What Conventions Are Used. v](#)
[Who To Contact For Help. vi](#)