

From: Broadcast, DOC
Sent: Thursday, October 17, 2013 5:04 PM
To: Broadcast, DOC
Subject: Guidance for Time & Attendance (T&A)

FOR: All DOC Employees (except USPTO)

The National Finance Center will process corrected PP19 T&As and PP20 T&As separately and will disburse a single payment by the **official** pay date of October 31, 2013.

Coding Pay Period 19 T&A (September 22, 2013 – October 5, 2013)

Timekeepers are responsible for recording and validating corrected T&As for PP19 by 12:00 noon, Monday, October 21, 2013, in accordance with the following guidance:

- Employees must work with their timekeeper to correct Pay Period (PP 19) .
- All previously recorded “Furlough” hours should be replaced with the pay transaction code normally used by each employee to report their time (i.e. Regular Base Pay).
- Previously approved Leave Without Pay (LWOP) will remain LWOP.
- Previously approved Continuation of Pay (COP) under the Federal Employee’s Compensation Act, will remain COP.
- Previously approved paid leave from October 1 through October 5 (i.e annual, leave, credit, compensatory time, etc.) **should not** be coded on PP19 corrected T&As, with the exception of previously approved COP.
- If applicable, any regularly scheduled overtime or administratively uncontrollable overtime that could not be recorded in PP19 due to furlough hours is to be recorded on the corrected PP19 T&A.

Supervisors/Manages are responsible for certifying all corrected T&As for PP19 prior to certifying PP20 by COB Monday, October 21, 2013.

NOTE: *In order to receive retroactive pay by October 31, 2013 for PP19 corrected T&As must be submitted by the above dates.*

Coding Pay Period 20 T&A (October 6, 2013 – October 19, 2013)

October 6, 2013, through October 16, 2013

Employees/timekeepers are responsible for recording and validating T&As for PP20 by 12:00 noon (local time), Tuesday, October 22, 2013, in accordance with the following guidance:

- All hours should be recorded with the pay transaction code normally used by each employee to report their time (i.e. Regular Base Pay).

- October 14, 2013 (Columbus Day holiday) should be recorded as “Federal Holiday,” in accordance with regular holiday pay regulations. Employees on a flexible work schedule can only receive up to eight (8) hours of holiday pay; therefore, those with a work requirement of more than eight (8) hours for the day may use another form of paid leave to complete the work day requirement.
- Non- SES Excepted Employees who were required to work on October 14, 2013 should record hours as Federal Holiday **and** Holiday Worked.
- Previously approved Leave Without Pay (LWOP) will remain LWOP.
- Previously approved Continuation of Pay (COP) under the Federal Employee’s Compensation Act, will remain COP.
- Previously approved paid leave from October 6 through October 16 (i.e annual, leave, credit, compensatory time, etc.) **should not** be coded, with the exception of previously approved COP.

October 17, 2013, through October 19, 2013

- All hours should be recorded with the appropriate pay transaction (i.e. Regular Base Pay, overtime, compensatory time, credit hours, etc.).
- Employees on approved paid leave must record the appropriate paid leave (i.e. annual, sick, compensatory time, credit, etc.).
- Employees on approved leave without pay (LWOP) must continue to record LWOP.
- Employees on approved Continuation of Pay (COP) under the Federal Employee’s Compensation Act must continue to record COP.

Supervisors/Manages are responsible for certifying all corrected T&As for PP19 prior to certifying PP20 by **COB Tuesday, October 22, 2013**

Employees on Intermittent or Part-time Work Schedules

Employees who work an intermittent or part-time work schedules will receive retroactive pay for the hours in which they were actually scheduled to work. Employees who did not have actual hours scheduled during the furlough are not entitled to retroactive pay. Your servicing human resources office can assist you with determining your entitlement to retroactive pay.

Alternative Work Schedules

Furloughed employees who have a non-duty day on Friday, October 18, 2013, should maintain the non-duty day.

Furloughed employees who had a non-duty day during the furlough period will follow normal T&A coding for that day. Employees are not entitled to another non-duty day.

Excepted employees whose alternative work schedule was temporarily suspended due to performing excepted activities during the furlough, may revert to their alternative work schedule at the beginning of PP21 (October 20, 2013). The work schedule will have to modified in the webTA system.

Please be advised that questions may be forwarded to welcomeback@doc.gov