

NFC

Procedures



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

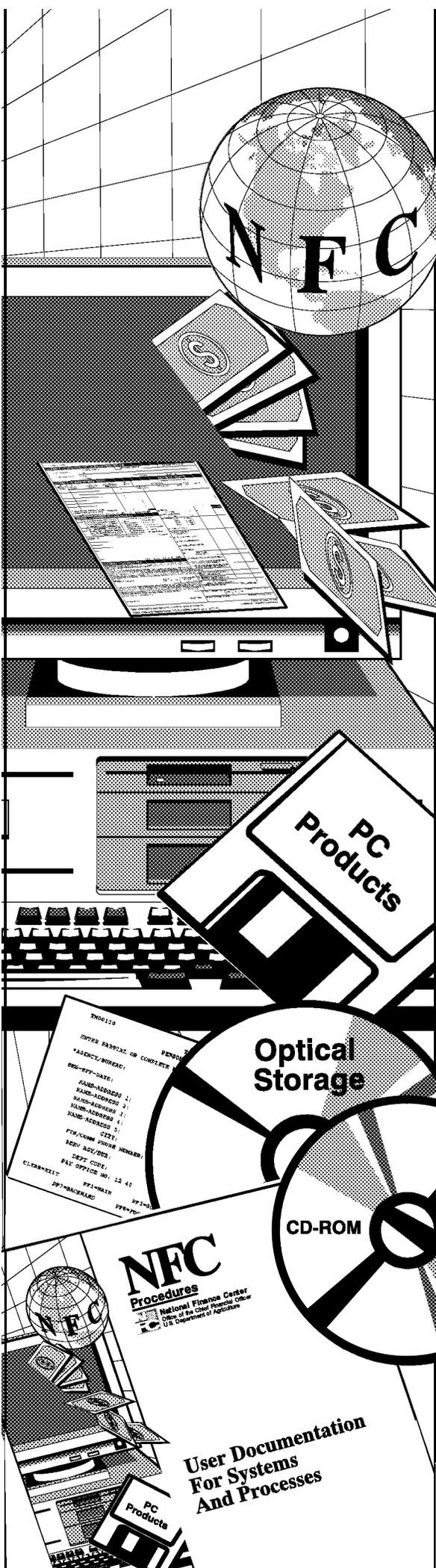
Updated September 2004

System for Time and Attendance Reporting (STAR 4.0 Web-Based Version)

TITLE I
Payroll/Personnel Manual

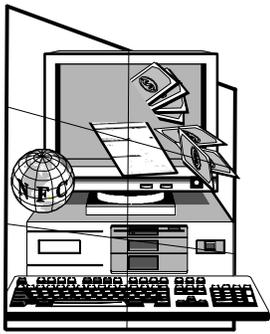
CHAPTER 7
Time And Attendance Reporting

SECTION 5
System For Time & Attendance Reporting (STAR 4.0 Web-Based)



User Documentation
For Systems
And Processes

NFC
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System For Time And Attendance Reporting (STAR 4.0 Web-Based Version)



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IMPORTANT INFORMATION !

This publication is an illustrated version of STAR 4.0 **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about STAR 4.0.

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

Table Of Contents

About This Procedure	v
How The Procedure Is Organized	v
What Conventions Are Used	vi
Who To Contact For Help	vi
STAR 4.0 Overview	1
About STAR 4.0	1
STAR 4.0 Users	2
Record Retention Requirements	3
Hardware And Software Requirements	3
Related Systems	3
Related Procedures-Time And Attendance Instructions And T&A Validation System (TIME Edit Messages)	4
Agency/NFC Responsibilities	4
Access And Security	5
Requesting Access To STAR 4.0	6
Database Security	6
Getting Started In STAR 4.0	9
Help For STAR 4.0	9
Starting STAR 4.0	10
Exiting STAR 4.0	10
Changing Your Password	11
STAR 4.0 Navigating Features	11
Pop-Ups And Command Buttons	11
Select An Action Drop-down Menus	12
Feedback	17
Using STAR 4.0	19
STAR 4.0 Tables	19
Transaction Code Table	19
Leave Type Table	20
Pay Period Calendar	21
Establishing/Updating Contact Points	22
Moving An Employee From One Contact Point To Another	22
Building JCL	23
Navigating The Contact Point List	24
Importing T&As	25
Rolling Over T&As	26
Adding A New Employee	27
Maintaining An Employee's Header	28

<u>Maintaining An Employee’s Leave Account</u>	<u>29</u>
<u>Preparing T&As</u>	<u>33</u>
<u>Preparing A Biweekly T&A</u>	<u>34</u>
<u>Preparing A Split T&A</u>	<u>35</u>
<u>Merging A Split T&A Back Into One T&A</u>	<u>37</u>
<u>Preparing A Corrected T&A</u>	<u>38</u>
<u>Printing T&As</u>	<u>38</u>
<u>Transmitting T&As</u>	<u>40</u>
<u>Field Instructions For Getting Started In STAR 4.0</u>	<u>41</u>
<u>STAR 4.0 Logon Page Pop-up Field Instructions</u>	<u>41</u>
<u>Change Password Page Pop-up Field Instructions</u>	<u>41</u>
<u>Feedback Pop-up Field Instructions</u>	<u>41</u>
<u>Field Instructions For Using STAR 4.0</u>	<u>43</u>
<u>Contact Point Tab Field Instructions</u>	<u>43</u>
<u>STAR Move Employees Pop-up Field Instructions</u>	<u>45</u>
<u>Contact Point JCL Tab Field Instructions</u>	<u>45</u>
<u>Employee Detail Tab Field Instructions</u>	<u>47</u>
<u>T&A Header Tab Field Instructions</u>	<u>48</u>
<u>Leave Acct Tab Field Instructions</u>	<u>53</u>
<u>Biweekly T&A Tab Field Instructions</u>	<u>54</u>
<u>Split End And Start Pop-up Field Instructions</u>	<u>56</u>
<u>STAR 4.0 Reference Tables</u>	<u>59</u>
<u>Work Schedule Table</u>	<u>59</u>
<u>Special Type Table</u>	<u>59</u>
<u>Fractions Of Hours Table</u>	<u>59</u>
<u>Annual Leave Category Table</u>	<u>60</u>
<u>Sick Leave Category Table</u>	<u>60</u>
<u>Status Table</u>	<u>60</u>
<u>AWS Table</u>	<u>60</u>
<u>Advance Leave Table</u>	<u>61</u>
<u>Transaction Codes</u>	<u>61</u>
<u>Heading Index</u>	<u>Index - 1</u>

About This Procedure

This procedure provides instructions for accessing and operating the System For Time And Attendance Reporting (STAR 4.0 Web-Based Version). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

[STAR 4.0 Overview](#) presents an overview of STAR 4.0, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using STAR 4.0.

[Using STAR 4.0](#) provides step-by-step instructions for the processes performed in STAR 4.0.

[Field Instructions For Getting Started In STAR 4.0](#) contains instructions for logging on and changing your password.

[Field Instructions For Using STAR 4.0](#) contains instructions for or descriptions of the fields on STAR 4.0 windows.

[STAR 4.0 Reference Tables](#) includes tables of valid values for completing the fields on STAR 4.0 windows.

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

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

What Conventions Are Used

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

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	After clicking [OK] , the Status of the T&A is <i>Released</i> until the Payroll/Personnel database picks up the T&A(s).
Important extra information is identified by a bolded note, warning, caution, or reminder prefix followed by statement.	Note: Use of Other Leave for bone marrow/organ donation does not affect an employee's annual and/or sick balance.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Leave Acct tab (Figure 25) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under Biweekly T&A Tab Field Instructions .
References to menu options are printed in <i>bold italics</i> .	Click <i>Merge T&A</i> .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click [Verify] to verify the information.
Field names are printed in the margin.	SSN Type the employee's 9-digit ssn.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

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

For access to STAR 4.0, contact your agency's ADP security officer.

STAR 4.0 Overview

This section presents the following topics:

[About STAR 4.0](#)

[Related Systems](#)

[Related Procedures-Time And Attendance Instructions And T&A Validation System \(TIME Edit Messages\)](#)

[Agency/NFC Responsibilities](#)

[Access And Security](#)

About STAR 4.0

The System for Time and Attendance Reporting (STAR 4.0 Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running with either Internet Explorer 6.0 (or higher) or Netscape Navigator 6.23 (or higher). STAR 4.0 is used by agencies to prepare, print, and transmit time and attendance reports (T&As) to be sent to NFC for processing. Transaction code (TC) and leave type tables used in STAR 4.0 are maintained at NFC. Because STAR 4.0 is a real-time Web-based application, accounting information is validated through the Management Account Structure Codes System (MASC) as the timekeeper enters each line on the T&A. This helps to eliminate errors therefore, resulting in less corrected T&As.

Through the use of STAR 4.0 and local telecommunication capabilities, agencies can prepare T&As on PCs meeting the minimum hardware and software requirements and mark the T&A as transmitted to be picked up by for NFC processing. This is done on a database at NFC via an Internet connection. The T&As can be marked for transmit either individually or as a group by contact point. T&As marked for transmit are pulled from the STAR 4.0 database prior to the running of the T&A Validation System (TIME) job. The agency is no longer required to submit them via a separate transmission.

STAR 4.0 is used to:

- Maintain an employee detail record for each employee at a specific T&A contact point. This record contains information relating to the employee's pay plan, work schedule, and other pertinent employee data needed for T&A reporting.
- Gather data entered by timekeepers for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Enter corrected/split T&As.
- Perform certain edits to determine if the data is correct.
- Print T&As to be reviewed and approved by supervisory personnel.
- Mark T&As for transmission to NFC.

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

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

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

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

For more information about STAR 4.0, see:

[STAR 4.0 Users](#)

[Record Retention Requirements](#)

[Hardware And Software Requirements](#)

STAR 4.0 Users

The local Agency Security Officer requests access for STAR 4.0 users by either sending an e-mail to the NFC Information Systems Security Officer (ISSO) or by sending a fax to **504-426-9704** which contains the Security Officer's signature. Roles are assigned in STAR 4.0 based upon the Security Officer's request. Users should allow at least 2 weeks for the requests to be processed.

The following roles are available in STAR 4.0:

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

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

Application Administrator. Establishes T&A contact points and assigns T&A contact points to users. The agency must designate an individual(s) to serve in this role. This role is responsible for safeguarding STAR 4.0 at the agency location, provide guidance to users, and act as a liaison between STAR 4.0 users and NFC for STAR 4.0 matters.

NFC Administrator. The NFC Administrator role is limited to NFC personnel. It is an NFC Only role. The NFC Administrator maintains and updates the STAR 4.0 TC, leave type, and pay period tables at NFC. The NFC Administrator updates the STAR 4.0 TC and leave tables only when there has been an update to the TCs (and the TC Descriptors) and/or leave types

displayed in Table Management System (TMGT) Table 032, Transaction Codes. Because STAR 4.0 is edited against the NFC Mainframe, agencies do not have to maintain STAR 4.0 tables at the agency level.

Note: STAR 4.0 options are visible to all users, but if a user is not able to perform a specific function (i.e., add a contact point), the user will receive a message indicating that the operation could not be performed.

Record Retention Requirements

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

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

Hardware And Software Requirements

You will need the following equipment to use STAR 4.0:

- A PC with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 6.0 or higher (with the Security patch) or a Netscape Navigator Browser of 6.2.3.
- Printer capable of printing Web pages.
- An NFC User ID with access to STAR 4.0.

Related Systems

The following systems are used in relation to T&A reporting.

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

Management Account Structure Codes System (MASC). MASC is composed of tables and accounting documents. The accounting codes entered in STAR 4.0 are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in STAR 4.0 and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary

payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in STAR 4.0 is displayed in PINQ after it passes the TIME edits.

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

Statement of Earnings and Leave (EARN). EARN is an inquiry system that displays the employee's biweekly earnings minus any deductions. Data entered in STAR 4.0 is displayed in EARN after the second pass of PAYE executes.

T&A Validation System (TIME). The initial processing of T&As which are entered in STAR 4.0 is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list (CULPRPT P0053), and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Table Management System (TMGT). All TC's used in STAR 4.0 are TCs from TMGT Table 032, Transaction Codes.

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

Related Procedures-Time And Attendance Instructions And T&A Validation System (TIME Edit Messages)

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

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in T&A processing and application maintenance.

The Agency:

- Requests security access to STAR 4.0 for specific roles (timekeeper, transmitter, and/or Application Administrator) by contact point.
- Enters T&A data for each employee, as required by law and regulations.
- Transmits T&As to NFC by established timeframes. (T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.)
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.
- Monitors T&As received by NFC to assure that all active and full-time employees are accounted for.

The National Finance Center:

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

Timekeeper:

- Performs T&A functions.
- Establishes, maintains, and prints employee data for approval by the employee and the supervisor.

Employee:

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

Note: For information on the roles associated with these functions, see [STAR 4.0 Users](#).

Access And Security

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

For more information, see:

[Requesting Access To STAR 4.0](#)

[Database Security](#)

Requesting Access To STAR 4.0

To access STAR 4.0, you must:

- Use a personal computer and a secured telecommunications link to NFC.
- Have authorized security clearance.
- Have internet access.

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

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

- User name
- User SSN
- User ID
- Agency name
- User role requested
- Contact point(s)
- Telephone number
- Application name (STAR 4.0)

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

Database Security

The following information describes the security environment at NFC:

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

1. CA TOP SECRET validates the user to determine if the user is authorized to use STAR 4.0. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (*i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.*).

Validation Process. To facilitate access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during a logon to STAR 4.0:

1. The individual is prompted to enter an ID and password.
2. On the NFC Home page, the individual selects STAR 4.0.
3. CA TOP SECRET validates the ID, password, and access authorization to STAR 4.0.
4. Upon verification/validation of the ID and password, the individual is logged onto STAR 4.0.

Note: First time STAR 4.0 users will be prompted to change his/her password.

5. CA TOP SECRET is checked again to determine if the individual can access the DB2 resources controlled by TOP SECRET. CICS (Customer Information Control System) transactions are also checked. If the TOP SECRET permissions exist, then access is allowed.
6. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

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

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

Getting Started In STAR 4.0

This section presents the following topics:

- [Help For STAR 4.0](#)
- [Starting STAR 4.0](#)
- [Exiting STAR 4.0](#)
- [Changing Your Password](#)
- [STAR 4.0 Navigating Features](#)
- [Feedback](#)

Help For STAR 4.0

Help for STAR 4.0 users is available in several ways:

- Complete online documentation is included with the STAR 4.0 application in a standard Windows online help system. This standard online help includes navigation through a Table of Contents, Index, or full-text search.

When you need help, click **[Help]** at any STAR 4.0 window to display the help for that window. For field-level help during data entry, click **[?]** An example of field-level help is displayed below:

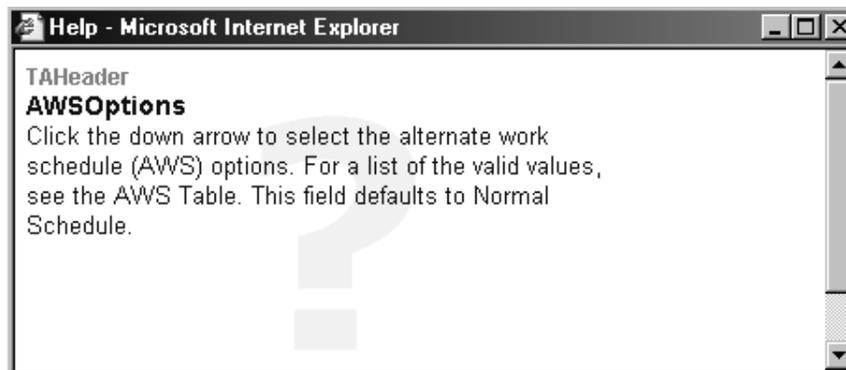


Figure 1. Field-Level Help

- The online documentation that accompanies the system is also available in book format (a pdf file) on NFC's Web site. To access the STAR 4.0 procedure, click the Pubs & Forms icon at www.nfc.usda.gov and search for Title I, Chapter 7, Section 5.
- Periodically, training is offered by NFC at both the New Orleans and Washington, D.C., offices. Onsite training may also be arranged, depending on staff availability. If your agency is interested in NFC-conducted training, please contact Customer Support personnel customer.support@usda.gov.

Note: If you are not familiar with using a standard Windows help system, see a Windows user's guide.

Starting STAR 4.0

To start STAR 4.0:

1. Logon to the Internet.
2. Connect to the NFC Home page at www.nfc.usda.gov.
3. Double-click the STAR 4.0 icon. The STAR 4.0 Logon page (**Figure 2**) is displayed.

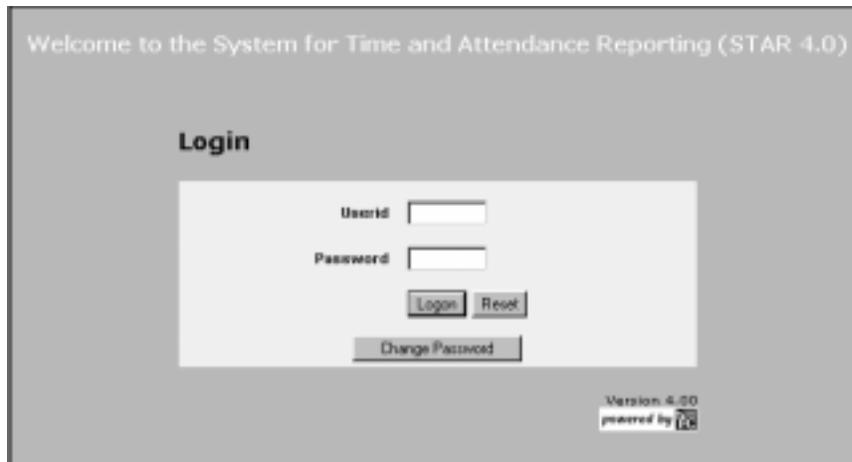


Figure 2. STAR 4.0 Logon page

4. Complete the fields as described under [STAR 4.0 Logon Page Pop-up Field Instructions](#).
5. Click [**Logon**] to log on to STAR 4.0

OR

Click [**Change Password**] to change you password. For instructions on changing your password, see [Changing Your Password](#).

Exiting STAR 4.0

To exit STAR 4.0:

1. At any STAR 4.0 window, click [**Logoff**]. You will exit STAR 4.0, but you will still be logged onto the Internet.

Changing Your Password

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

To change your password:

1. At the STAR 4.0 logon page, select **Change Password**. The Change Password pop-up (**Figure 3**) appears.



The screenshot shows a web form titled "Welcome to the System for Time and Attendance Reporting (STAR 4.0)". It contains two sections. The first section has labels "Userid" and "Password" next to input fields, and "Logon" and "Reset" buttons below them. The second section has labels "New Password" and "Verify New Password" next to input fields. A message box at the bottom says "Please Enter Your New Password And Verify It."

Figure 3. Change Password pop-up

2. Complete the fields as indicated under [Change Password Pop-up Field Instructions](#).
3. Click [**Logon**]. You are logged into STAR 4.0.

Note: If you click [**Reset**], the fields are refreshed.

STAR 4.0 Navigating Features

STAR 4.0 operates in a Web browser; however, most navigating features are the same as a Windows application, such as mouse-driven functionality, menu bars, and drop-down menus. This section reviews these basic features and describes others that are specific to the STAR 4.0 application.

For more information, see:

[Pop-Ups And Command Buttons](#)

["Select An Action" Drop-down Menus](#)

Pop-Ups And Command Buttons

Pop-up windows do not have a menu bar or a toolbar, but they do display one or more command buttons for initiating certain actions. The following command buttons may be used on pop-up windows or other STAR 4.0 windows.

STAR 4.0 Command Buttons

Button	Description
OK	Used to close a window and save data.
Cancel	Used to cancel a function.
Close	Used to close a pop-up.
Delete	Used to delete.
Find	Used to search for the data entered.
Go	Used to perform an action.
...	Used to display lists of data.
?	Used to display field-level help.
Help	Used to display window-level help. Pop-ups do not have window-level help.
Logon	Used to logon onto STAR 4.0.
Reset	Used to refresh the fields.
Save	Used to save entered data.
Select	Used to display the TC table or the descriptor list to enter a TC and/or descriptor on a line on the T&A.

Select An Action Drop-down Menus

STAR 4.0 operates with various drop-down menus depending on the window you are currently working in and/or the function you are performing.

The first drop-down menu displayed is the Select An Action drop-down menu (**Figure 4**). This drop-down is displayed when the timekeeper is working in the Contact Point List function. There are several options that a timekeeper can choose when working in a Contact Point. A contact point must be selected before certain options may be chosen; otherwise, an error message will appear.

Select all
Clear all
Change Database
Contact Point/JCL Detail
Copy JCL
Add Contact Point
Delete Contact Point
Paste JCL

Figure 4. Select An Action drop-down menu (for the Contact Point List)

To use the Select An Action (for the Contact Point List) drop-down menu:

1. On the Contact Point List window, click the down arrow. The Select An Action drop-down menu (for the Contact Point List) (**Figure 4**) is displayed.

2. Select from the following actions on the menu:

Select All. The **Select All** option selects all contact points a timekeeper has access to. This option can be used even if one (or multiple) contact point(s) is already selected.

Clear All. The **Clear All** option deselects any contact points that were selected on the Contact Point List. You do not need to have all contact points selected to use this option.

Change Database. The **Change Database** option displays the Select A Database drop down menu (**Figure 6**) if a timekeeper has access to more than one database. From this menu, a timekeeper can change the database that he/she is working in.

Contact Point Detail//JCL Detail. The **Contact Point Detail//JCL Detail** option is used to display the Contact Point JCL (Job Control Language) and the Contact Point tabs (**Figure 14**). You can modify the JCL or contact point information using this option.

Copy JCL. The **Copy JCL** option is used to copy JCL from one contact point to another contact point(s). This option is used in conjunction with the **Paste JCL** option. This function is used by the Application Administrator only.

Add Contact Point. The **Add Contact Point** option is used add contact points for a timekeeper. This function is performed by the Administrator. The Contact Point tab (**Figure 14**) is displayed when you select this option.

Delete Contact Point. The **Delete Contact Point** option is used to delete contact point(s) from a timekeeper's contact point list.

Paste JCL. The **Paste JCL** option is used to paste a copied JCL from one contact point to another contact point(s). This option is used in conjunction with the **Copy JCL** option. This function is used by the Application Administrator only.

3. After selecting the applicable option, perform the desired function.

To use the Select An Action drop-down (for the Employee List) menu:

1. On the Contact Point List window, double-click the applicable contact point. The Select An Action (for the Employee List) drop-down menu (**Figure 5**) is displayed.

```
Filter list
Select all
Clear all
Change Database
Transmit selected T&As
Correct T&A
Print selected T&As
Show all T&As
Show T&A
Add T&A
Delete T&A
Split T&A
Merge T&A
Refresh
Move Employees
Rollover
Import
Add employee
Delete Employee
Change Contact Point
Pay Period List
```

Figure 5. Select An Action (For The Employee List) drop-down menu

2. Select from the following options:

Filter List. The **Filter List** option allows the user to perform various options. For more information on the **Filter List** option, see **To Use The Filter List Drop-Down Menu**.

Select All. The **Select All** option is used to select all names on the Employee List.

Clear All. The **Clear All** option is used to clear all name(s) selected on the Employee List.

Change Database. The **Change Database** option is used to change the database and select a different database in which to display T&As for.

Transmit Selected T&As. The **Transmit Selected T&As** option is used to transmit T&As for any name(s) selected on the Employee List.

Correct T&A. The **Correct T&A** option is used to prepare a corrected T&A for employee selected on the Employee List.

Print Selected T&As. The **Print Selected T&As** option is used to print T&As for any name(s) selected on the Employee List.

Show All T&As. The **Show All T&As** option displays a list of all T&As for the selected employee.

Show T&A. The **Show T&A** option displays the current T&A for an employee.

Add T&A. The **Add T&A** option is used to add a new T&A for an employee.

Delete T&A. The **Delete T&A** option is used to delete a T&A for an employee. You cannot delete a T&A that has already been transmitted.

Split T&A. The **Split T&A** option is used to prepare a split T&A for an employee.

Merge T&A. The **Merge T&A** option is used to merge a split T&A back into a regular T&A.

Refresh. The **Refresh** option closes the open window and displays the Employee List with updated processed information.

Rollover. The **Rollover** option is used to roll over all of the T&As for a contact point from one pay period to the next.

Import. The **Import** option is used to import T&A(s) for one or more employees from the NFC Payroll/Personnel database into STAR 4.0.

Add Employee. The **Add Employee** option is used to add a new employee into STAR 4.0. This used only for employees who have not previously been processed in STAR 4.0 or Payroll/Personnel database.

Delete Employee. The **Delete Employee** option is used to delete an employee from the Employee List. Once a T&A has been prepared for an employee, that employee cannot be deleted.

Change Contact Point. The **Change Contact Point** option is used to change an employee's contact point on the Employee Detail.

Pay Period List. The **Pay Period List** option is used to view a list of available pay period with the corresponding dates.

The Select A Database drop-down menu (**Figure 6**) is displayed when you select the **Change Database** option on the Select An Action drop-down (for the Employee List) menu (**Figure 5**).

To use the Select A Database drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), select **Change Database**. The Select A Database drop-down menu (**Figure 6**) is displayed.



Figure 6. Select A Database drop-down menu

2. Select from the applicable database.

The Show All T&As drop-down menu (**Figure 7**) is displayed when you select **Show All T&As** for an employee on the Select An Action drop-down (for the Employee List) menu (**Figure 5**). The applicable employee's T&A List (**Figure 8**) is also displayed with the Show All T&As drop-down menu (**Figure 7**).

To use the Show All T&As drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), select **Show All T&As** for a specific employee. The Show All T&As drop-down menu (**Figure 7**) along with the applicable T&A List (**Figure 8**) is displayed.

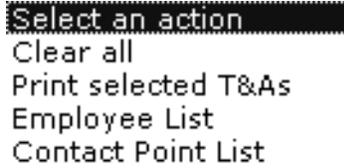


Figure 7. Show All T&As drop-down menu

PP	YR	C	S	Trans Date	Status
11	04	0	0	...N/A...	New
10	04	0	0	6/2/2004	Rel
09	04	0	0	6/3/2004	Rel
08	04	0	0	6/3/2004	Tra
07	04	0	0	6/3/2004	Tra

Figure 8. T&A List

2. Select from the following options:

Clear All. The **Clear All** option clears any T&A(s) that were previously selected on the T&A List.

Print Selected T&As. The **Print Selected T&As** option allows you to select T&A(s) for printing.

Employee List. The **Employee List** option returns you to the Employee List (Figure 18).

Contact Point List. The **Contact Point List** option returns you to the Contact Point List (Figure 17).

To use the Filter List drop-down menu:

1. On the Select An Action drop-down (for the Employee List) menu (Figure 5), select **Filter List**. The Filter List drop-down menu (Figure) is displayed.



Figure 9. Filter List drop-down menu

2. Select from the following options:

New. The **New** option is used to display all new T&As on the employee list.

In Progress. The **In Progress** option is used to display all T&As on the employee list that are in progress.

Verified. The **Verified** option is used to display all T&As on the employee list that have been verified.

Error. The **Error** option is used to display all T&As on the employee list that are in error status.

Transmitted. The **Transmitted** option is used to display all T&As on the employee list that have been picked up by NFC and are in transmitted status.

Released. The **Released** option is used to display all T&As on the employee list that have been released to NFC for processing.

No T&A. The **No T&A** option is used to display all employees on the employee list that have no T&As.

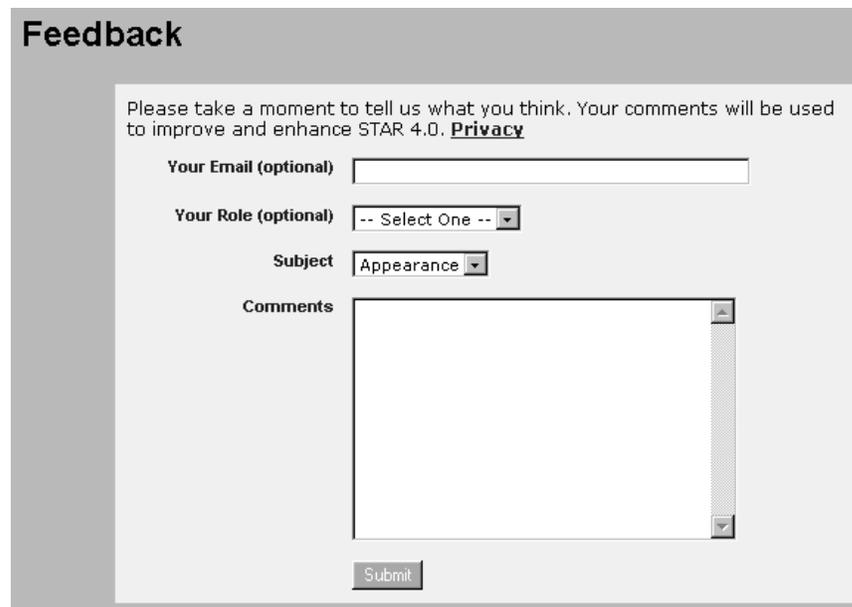
All. The **All** option is used to display all employees on the employee list.

Feedback

You can comment about STAR 4.0 to NFC via a Feedback link on each STAR 4.0 window.

To use the Feedback option:

1. On any STAR 4.0 window, click the Feedback link. The Feedback pop-up (**Figure 10**) appears.



The screenshot shows a feedback form titled "Feedback". At the top, it says "Please take a moment to tell us what you think. Your comments will be used to improve and enhance STAR 4.0. [Privacy](#)". Below this, there are four input fields: "Your Email (optional)" is a text box; "Your Role (optional)" is a dropdown menu with "-- Select One --" selected; "Subject" is a dropdown menu with "Appearance" selected; and "Comments" is a large text area. At the bottom right of the form is a "Submit" button.

Figure 10. Feedback pop-up

2. On the Feedback pop-up (**Figure 10**), complete the fields as indicated under [Feedback Pop-up Field Instructions](#).
3. Click [**Submit**].

Using STAR 4.0

This section presents the following topics:

- [STAR 4.0 Tables](#)
- [Establishing/Updating Contact Points](#)
- [Moving An Employee From One Contact Point To Another Contact Point](#)
- [Building JCL](#)
- [Navigating The Contact Point List](#)
- [Importing T&As](#)
- [Rolling Over T&As](#)
- [Adding A New Employee](#)
- [Maintaining An Employee's Header](#)
- [Maintaining An Employee's Leave Account](#)
- [Preparing T&As](#)
- [Printing T&As](#)
- [Transmitting T&As](#)

STAR 4.0 Tables

The STAR 4.0 TC, leave type, and pay period tables are maintained at NFC. For more information see:

- [Transaction Code Table](#)
- [Leave Type Table](#)
- [Pay Period Calendar](#)

Transaction Code Table

The TC table is used by NFC to maintain a current list of all TCs used by NFC in T&A processing. The only time a TC is added to the table is when a new TC is added to NFC's Payroll/Personnel database.

Timekeepers are notified via an NFC bulletin if a new TC is added to the Payroll/Personnel database; however, no action on the part of the timekeeper is necessary in STAR 4.0. The NFC Administrator will add the new TC.

To use the Transaction Code table:

1. On the Biweekly tab (**Figure 26**), select the TC button. The Transaction Code table window (**Figure 11**) is displayed.

Reference Tables

Transaction Codes

PERIOD	TRAN CODE	SURVE	DESCRIPTION
Select	01		REGULAR TIME
Select	01	1	REGULAR TIME (7:00AM TO 3:00PM) WQ-SHIFT-1
Select	01	2	REGULAR TIME (3:00PM TO MIDNIGHT) WQ-SHIFT-2
Select	01	3	REGULAR TIME (11:00PM TO 8:00AM) WQ-SHIFT-3
Select	01	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) WQ-SHIFT-4
Select	01	5	REGULAR TIME (1ST SHIFT + SUNDAY) WQ-SHIFT-5
Select	01	6	REGULAR TIME (2ND SHIFT + SUNDAY) WQ-SHIFT-6
Select	01	7	REGULAR TIME (3RD SHIFT + SUNDAY) WQ-SHIFT-7
Select	01	9	TRAINING FOR EMPLOYEES WITH HOURLY LIMIT
Select	04	1	REGULAR TIME (7:00AM TO 3:00PM) 04% WQ-SHIFT-1
Select	04	2	REGULAR TIME (3:00PM TO MIDNIGHT) 04% WQ-SHIFT-2
Select	04	3	REGULAR TIME (11:00PM TO 8:00AM) 04% WQ-SHIFT-3
Select	04	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 04% WQ-SHIFT-4
Select	08	1	REGULAR TIME (7:00AM TO 3:00PM) 08% WQ-SHIFT-1
Select	08	2	REGULAR TIME (3:00PM TO MIDNIGHT) 08% WQ-SHIFT-2
Select	08	3	REGULAR TIME (11:00PM TO 8:00AM) 08% WQ-SHIFT-3
Select	08	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 08% WQ-SHIFT-4
Select	12	1	REGULAR TIME (7:00AM TO 3:00PM) 12% WQ-SHIFT-1
Select	12	2	REGULAR TIME (3:00PM TO MIDNIGHT) 12% WQ-SHIFT-2
Select	12	3	REGULAR TIME (11:00PM TO 8:00AM) 12% WQ-SHIFT-3
Select	12	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 12% WQ-SHIFT-4
Select	15	1	REGULAR TIME (7:00AM TO 3:00PM) 15% WQ-SHIFT-1
Select	15	2	REGULAR TIME (3:00PM TO MIDNIGHT) 15% WQ-SHIFT-2
Select	15	3	REGULAR TIME (11:00PM TO 8:00AM) 15% WQ-SHIFT-3
Select	15	4	REGULAR TIME (WITH 2 OR MORE SHIFTS) 15% WQ-SHIFT-4

Figure 11. Transaction Code Table window

2. Select the applicable TC.
3. Click [Select]. The TC is select and displayed on the Biweekly tab (Figure 26).

Leave Type Table

The leave type table is used to select leave types to be displayed on the T&A. The only time a leave type is added to the table is when a new leave type TC is added to NFC's Payroll/Personnel database. Timekeepers use this table to select from when preparing T&As.

Timekeepers are notified via an NFC bulletin if a new leave TC is added to the Payroll/Personnel database; however, no action on the part of the timekeeper is necessary in STAR 4.0. The NFC Administrator will add the new leave TC.

To select a leave type from the table:

1. On the Transaction Code table (Figure 11), click the down arrow.
2. From the down arrow, select the **Leave Type**. The Leave Type Table window (Figure 12) is displayed.

	LEAVE TYPE	DESCRIPTION
Select	ANNL	ANNUAL LEAVE
Select	ANOL	ABSENT WITH OUT LEAVE
Select	COMP	COMPENSATORY LEAVE
Select	COMR	COMPENSATORY LEAVE - RELIGIOUS
Select	CRED	CREDIT LEAVE
Select	DONA	DONATED ANNUAL LEAVE
Select	DOHR	DONATED RESTORED LEAVE
Select	FFAM	FAMILY FRIENDLY LEAVE --- SOCK TYPE
Select	FURL	FURLOUGH LEAVE
Select	HOME	HOME LEAVE
Select	INUR	INURRY LEAVE
Select	LWOP	LEAVE WITH OUT PAY
Select	MILE	MILITARY EMERG
Select	MILR	MILITARY REGULAR
Select	OTHR	OTHER LEAVE
Select	PTUA	PART TIME UNAPPLIED ANNUAL LEAVE
Select	PTUS	PART TIME UNAPPLIED SICK LEAVE
Select	RSTR	RESTORED LEAVE
Select	SHOR	SHORE LEAVE
Select	SICK	SICK LEAVE
Select	SUSP	SUSPENSE LEAVE
Select	TOFF	TIME OFF AWARD

Figure 12. Leave Type Table window

3. On the Leave Type Table window (Figure 12), select the applicable leave type and click [Select]. The leave type is displayed on the applicable line of the T&A.

Pay Period Calendar

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

To display and/or use the pay period calendar:

1. On any STAR 4.0 window, click the *Pay Period Calendar* link in the upper right-hand corner of the window. The Pay Period Calendar (Figure 13) is displayed.

Pay Period 7	Apr 4	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10
	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17
Pay Period 8	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24
	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 1
	May 2	May 3	May 4	May 5	May 6	May 7	May 8

Figure 13. Pay Period Calendar

2. Use the scroll bar to find the applicable pay period.
3. Click the down arrow to display pay periods for a year other than the current year.

Establishing/Updating Contact Points

The T&A contact point is used by NFC to identify the source of T&As being sent in for payment. The Administrator can establish contact points in STAR 4.0. A contact point added in STAR 4.0 must be in accordance with the 10-position contact points listed in TMGT, Table 003, T&A Contact Point Name And Address.

To establish/update a contact point in STAR 4.0:

1. To establish a new contact point, on the Select An Action drop-down menu (**Figure 4**), select **Add Contact Point**. The Contact Point tab (**Figure 14**) is displayed.

OR

To update a contact point, select the applicable contact point on the Select An Action drop-down menu (**Figure 4**).

2. Select **Contact Point/JCL**. The applicable Contact Point tab (**Figure 14**) is displayed.

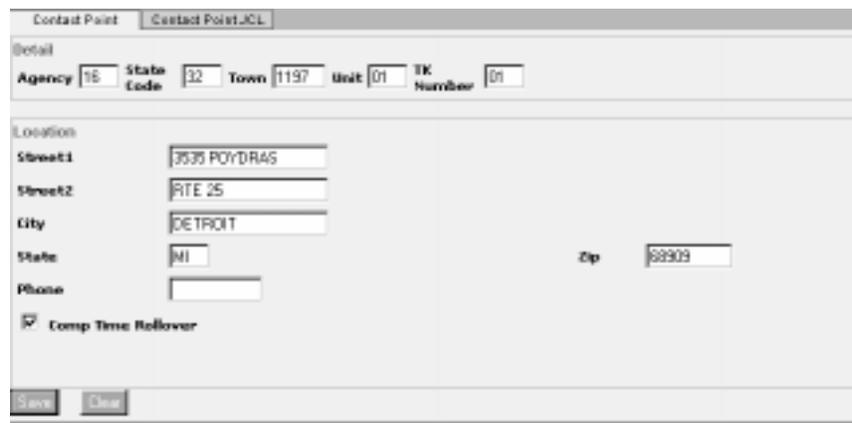


Figure 14. Contact Point tab

3. On the Contact Point tab (**Figure 14**), complete the fields as indicated under [Contact Point Tab Field Instructions](#).
4. Click [**Save**] to add the new contact point or save changes made to a contact point.

OR

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

Moving An Employee From One Contact Point To Another

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

To move an employee from one contact point to another:

1. On the Employee List (**Figure 18**), select the applicable employee to be moved.
2. On the Select An Action (For The Employee List) menu (**Figure 5**), select **Move Employees**. The STAR Move Employees pop-up (**Figure 15**) appears.

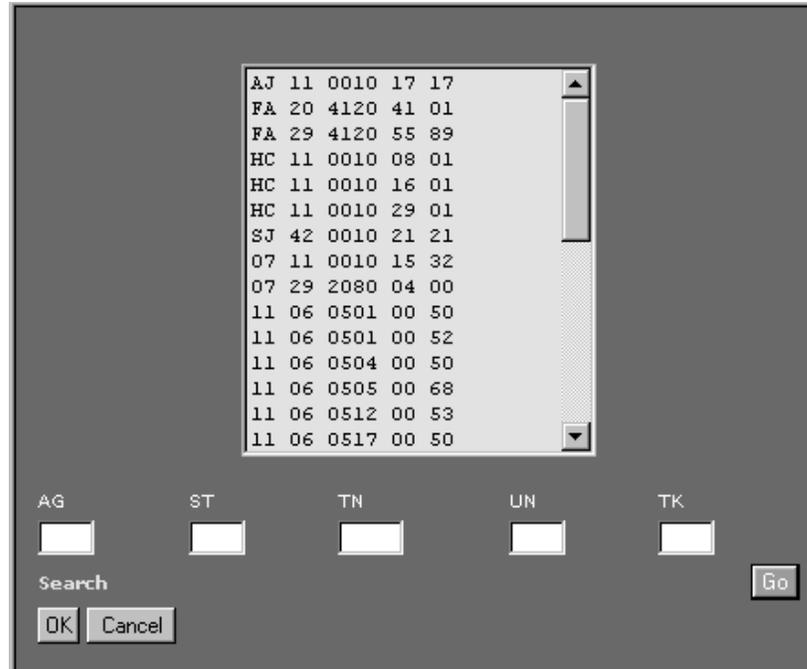


Figure 15. STAR Move Employees pop-up

3. On the STAR Move Employees pop-up (Figure 15), select the applicable contact point from the list box. This is the contact point that you want to move the employee to.

OR

To locate the applicable contact point, complete the fields as indicated under [STAR Move Employees Pop-up Field Instructions](#).

4. If you selected a contact point from the list box, click [Go]. The employee is moved.

OR

If you completed the fields, click [OK] after completing the fields. The applicable contact point is displayed in the list box.

5. After clicking [OK], select the displayed contact point and click [Go]. The employee is moved.

Building JCL

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

To build JCL:

1. On the Select An Action (For The Employee List) menu (Figure 5), select **Contact Point JCL**. The Contact Point JCL tab (Figure 16) is displayed.

Contact Point JCL

JCL Params

Test/Prod TEST Job Name ID FP TARETS

Remote ID

Job Card Comments

Preview JCL Deck

JCL Identifier

No JCL Exists For This Contact Point

Build Save

Figure 16. Contact Piont JCL tab

2. On the Contact Point JCL tab (Figure 16), complete the fields as indicated under [Contact Point JCL Tab Field Instructions](#).
3. Click [Build].

Navigating The Contact Point List

If a timekeeper has access to more than one contact point, a Contact Point List (Figure 17) is displayed when he/she first logs on to STAR 4.0. The Contact Point List contains a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control Language (JCL) has been established for that contact point. From the Contact Point List (Figure 17), the timekeeper can select the applicable contact point and navigate in STAR 4.0.

Note: You can return to the Contact Point List (Figure 17) at any time by clicking the Contact Point List link above the list displayed on the left-hand side of the active window.

Contact Point	JCL
16 32 1197 01 01 No	
34 44 3123 68 02 Yes	
90 22 4690 40 01 No	
AG 16 2865 10 10 Yes	
LP 16 2865 10 10 No	

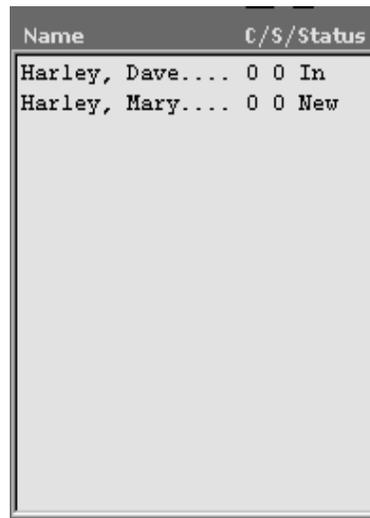
Figure 17. Contact Point List

To use the contact point list:

1. Log on to STAR 4.0. The Contact Point List (**Figure 17**) is displayed with a list of contact points available to the timekeeper. A corresponding Select An Action drop-down menu (**Figure 4**) is also displayed listing the actions available to the timekeeper.
2. On the Select An Action drop-down menu (**Figure 4**), select the applicable action. For instructions on the actions, see [To Use The Select An Action \(For The Contact Point\) Drop-down Menu](#).

OR

Double click the applicable contact point to display the corresponding Employee List (**Figure 18**) for that contact point.



Name	C/S	Status
Harley, Dave....	0 0	In
Harley, Mary....	0 0	New

Figure 18. Employee List

Importing T&As

For the first pay period that a timekeeper prepares T&As in STAR 4.0, he/she must import T&As from the Payroll/Personnel database. Once these records are imported into STAR 4.0, the timekeeper may begin working in STAR 4.0. Unless a timekeeper gains access to another contact point or a new employee whose T&A was not previously recorded in STAR 4.0, but was already in the Payroll/Personnel database, this is a one time function.

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

To import T&As:

1. Select **Import** from the Select An Action drop down (**Figure 4**). The Import pop-up (**Figure 19**) appears.

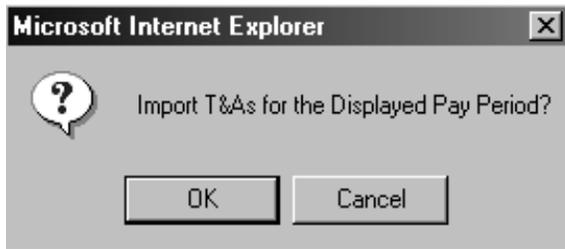


Figure 19. Import pop-up

2. On the Import pop-up (Figure 19), click [OK].

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

3. After clicking [OK], the Import Successful pop-up (Figure 20) appears listing the number of T&As that were successfully imported.



Figure 20. Import Successful pop-up

4. On the Import Successful pop-up (Figure 20), click [OK] to return to the Contact Point List.

Rolling Over T&As

A timekeeper has the option of rolling over T&As from one pay period to the next. By doing this, all of the information recorded in STAR 4.0 for a given pay period is brought forward to the next pay period. When the **Rollover** option is selected, all T&As (for that contact point) that were successfully processed the previous pay period are marked for roll over. The **Rollover** option is not available for only one employee or a select group of employees. The entire employee list must be rolled over.

Note: If the timekeeper chooses not to use the **Rollover** option, the **Add T&A** option must be used for each employee on the employee list.

To roll over T&As:

1. Select **Rollover** from the Select An Action drop down (Figure 4). The Rollover pop-up (Figure 21) appears asking the timekeeper whether or not you want to roll over from one pay period to another. The dates of the applicable pay periods are displayed with the question.



Figure 21. Rollover pop-up

2. On the Rollover pop-up (Figure 21), click [OK]. A message (Figure) appears indicating the number of T&As successfully rolled over.



Figure 22. T&As Successfully Rolled Over pop-up

3. Click [OK] to accept the message and return to the Employee List for the new pay period.

Adding A New Employee

New employees may be added in STAR 4.0 when a timekeeper obtains a new employee at an agency or an employee who was not previously in NFC's Payroll/Personnel database. If a timekeeper obtains an employee who was previously in NFC's Payroll/Personnel database, an **Import** may be done for that employee. See [Importing T&As](#) for instructions on importing an employee into STAR 4.0. An employee's detail record may also be updated using this option.

To add/update an employee detail record:

1. On the Select An Action (for the Employee List) drop-down menu (Figure 5), select **Add Employee** to add a new employee.

OR

Double-click the applicable employee on the Employee List (Figure 18) to update an employee record. The Employee Detail tab (Figure 23) is displayed.

The screenshot shows a web-based form titled "Employee Detail" with the following fields and sections:

- Employee Information:** SSN, Agency, Last Name, First Name, Middle Name.
- Other Information:** Work Schedule (Full Time), Pay Plan (General Schedule), Special Type, Tour of Duty (80), Day Limitation (checkbox).
- Leave Information:** Annual Leave Category (4), Sick Leave Category (4), Annual Leave Ceiling (240).
- Contact Point:** A grid of numbers: 16, 32, 1137, 01, 01.
- Buttons:** Save, Close.

Figure 23. Employee Detail tab

2. Complete the fields as indicated under [Employee Detail Tab Field Instructions](#).
3. Click **[Save]** to save the changes.
4. Click **[Close]** to return to the Employee List (**Figure 18**).

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

Maintaining An Employee's Header

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

1. On the Employee List (**Figure 18**), double-click the applicable employee.
2. Select the **T&A Header** tab. The T&A Header tab (**Figure 24**) is displayed.

The screenshot shows the 'T&A Header' tab of the STAR 4.0 software. It contains several sections: 'Pay Period' with fields for Number (5), Begin Date (3/21/2004), and Status (In Progress); 'Corrected' with a checked 'Corrected' box and an empty 'Record' field; 'Split' with a checked 'Split' box and an empty 'Part' field; 'Begin' and 'End' sections with 'Day' dropdowns set to 0 and empty 'Date' fields. The 'Detail' section includes checkboxes for 'New Employee' and 'Accrued Leave', a 'Final T&A' dropdown set to 'Net Final T/A', 'AWS' set to 'Normal Schedule', 'Days Worked' set to '00', 'Advance Leave' set to 'No advanced leave', and 'Wage Shift PEGLT' set to 'Normal T/A'. Below this are 'Standby/Alt/Avail Pay' fields for 'Flag First Week' (0), 'Second Week' (0), and '%Premium' (00). There are also fields for 'Accounting Data Usage Code' (Accounting on each line) and 'Stored Accounting'. At the bottom, there are 'Remarks' and 'Agency Use' fields, and 'Save' and 'OK' buttons.

Figure 24. T&A Header tab

3. Complete the fields on the T&A Header tab (Figure 24) as indicated under [T&A Header Pop-up Field Instructions](#).
4. Click [OK] to save the changes.

Maintaining An Employee's Leave Account

The timekeeper must maintain an employee's leave account. When an employee is imported into STAR 4.0, the employee's annual and sick leave balances are brought forward. All other leave types must be added. The leave account consists of leave brought forward from the prior pay period, leave earned during the current pay period, leave used for the processing pay period, and the leave balance to date.

Advanced Leave

An employee may be granted:

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

Advanced leave should not be entered in STAR 4.0 until **after** you receive documentation to support the transaction. An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the

employee's T&A Header tab (**Figure 24**) must be properly coded. After the T&A Header tab (**Figure 24**) is updated to allow the advanced leave, the T&A may be verified with a negative ending balance.

Annual Leave Ceiling

If the employee's Balance displayed on the Leave Account tab (**Figure 25**) is greater than the value displayed in the Annual Leave Ceiling field, the Forward field is reset to the Annual Leave Ceiling value.

Annual Leave Category Change

When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab (**Figure 23**). If you forget to do this before transmitting the T&A, you must make the appropriate change and prepare a corrected T&A. You can make corrections to an employee's leave account at any time during the pay period.

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

- Receive a personnel action to support the category change.
- Update the Annual Leave Category field on the Employee Detail tab (**Figure 23**). The change is not displayed on the Leave Acct tab (**Figure 25**) until the T&A is verified.

Family Friendly Leave--Sick Type

The employee's family friendly leave balance is reset to **0** hours in STAR 4.0 at the beginning of the leave year. Family friendly leave is added to the balance for Family Friendly Leave--Sick Type on the Leave Acct tab (**Figure 25**) as the employee uses it. The same amount is subtracted from the employee's Sick Leave balance. The Balance displayed increases instead of decreases as the employee uses family friendly leave because there is a maximum amount of family friendly leave that can be used. The employee is allowed to use family friendly leave until the value in the Forward field reaches 480 hours (12 weeks).

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

Leave Category 6

Full-time employees in Leave Category 6 earn an additional 4 hours of annual leave during the last full pay period of the calendar year, for a total of 10 hours of annual leave. When an employee is in nonpay status or reaches a multiple of 80 hours of nonpay status during the last full pay period of the calendar year, the employee does not earn annual leave during the last full pay period of the calendar year; therefore, the employee does not earn the additional 4 hours. STAR 4.0 computes this automatically for employees in Leave Category 6 so that no action on the part of the user is necessary. This does not apply to a part-time employee because his/her leave accrual is based upon the number of hours worked.

Leave Discrepancies

Leave discrepancies should be resolved by preparing a leave audit and determining when the leave discrepancy occurred. If the leave error occurred within the last 25 pay periods, a corrected T&A should be prepared to resolve it. Otherwise, it must be resolved by submission of the T&A audit to the individual within your organization responsible for TINQ adjustments. For more information on preparing a corrected T&A, see [Preparing A Corrected T&A](#).

Military Leave

STAR 4.0 records military leave in hours. Timekeepers must enter the available amount of hours of regular military leave in the Forward field before regular military leave may be used. This should be done at the beginning of each fiscal year. The balance decreases as the military leave is used. Regular military leave may be carried over for one year.

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

Nonpay Status

If an employee is on Leave Without Pay (LWOP) for an entire pay period, but a personnel action has not been processed on him/her, the timekeeper must prepare a T&A and transmit it to document the employee's status for the pay period. If a personnel action has been processed on the employee, there is no need for the timekeeper to prepare a T&A. If a personnel action was processed, and the employee returns to duty, the timekeeper would select **Add T&A** from the Select An Action (For The Employee List) drop-down menu (**Figure 5**). The Add A T&A For The Selected Employee pop-up appears. Click **[OK]**. A new T&A is then created to return the employee to duty.

When a full-time employee is in nonpay status or reaches a multiple of 80 hours of nonpay status (any combination of LWOP, absent without official leave (AWOL), suspension, furlough, etc.) during a pay period, the employee does not earn annual leave or sick leave for that pay period. STAR 4.0 computes this automatically so that no action on the part of the user is necessary. If the multiple of 80 hours is reached during the last full pay period of the calendar year and the employee is in Leave Category 6, the employee does not earn the additional 4 hours of annual leave earned by Leave Category 6 employees during the last full pay period of the calendar year. This reduction in accruals does not apply to a part-time employee because his/her leave accrual is based upon time in pay status each pay period.

Other Leave

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

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

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

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

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

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

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

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

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

Religious Compensatory Time

STAR 4.0 tracks religious compensatory time in an account separate from compensatory time. If an employee does not pay back his/her religious compensatory time in the time frame established by the agency, a corrected T&A must be prepared changing the un-repayed time from religious compensatory time to an alternate type of leave (i.e., annual leave, regular

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

Restored Annual Leave

When restoring annual leave, the amount of hours being restored is entered under the RSTR Restored Leave category in the Forward field. Do not enter this amount until Pay Period 2. You must wait until Pay Period 1 processing is complete to avoid any leave errors. An action must be entered in PRES, EPIC, or FESI before entering the restored leave. Also, if leave is restored for more than one leave year, you must track the balances in the Remarks field on the T&A Header tab (**Figure 24**) in order to keep separate balances for each leave year. Do not use TC63, Restored Annual Leave, until the employee uses the restored leave.

Time Off Awards

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

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

To add a leave type to the employee's leave account:

1. On the Employee List (**Figure 18**), double-click the employee for whom you wish to modify the leave.
2. Select the Leave Acct tab. The Leave Acct tab (**Figure 25**) is displayed.

Type	Description	Forward	Accrued	Used	Balance	P/T Sick	P/T Award
1	ANNUAL LEAVE	0	0	0	0	0	0
2	SICK LEAVE	0	4	0	4	0	0
3		0	0	0	0		
4		0	0	0	0		
5		0	0	0	0		
6		0	0	0	0		
7		0	0	0	0		
8		0	0	0	0		
9		0	0	0	0		
10		0	0	0	0		

Figure 25. Leave Acct tab

3. Complete the fields as indicated under [Leave Acct Tab Field Instructions](#).
4. Click **[Save]** to save the employee's leave information.

Preparing T&As

The Biweekly T&A tab (**Figure 26**) is used in T&A preparation.

Figure 26. Biweekly T&A tab

For more information see:

- [Preparing A Biweekly T&A](#)
- [Preparing A Split T&A](#)
- [Merging A Split T&A Back Into One T&A](#)
- [Preparing A Corrected T&A](#)

Preparing A Biweekly T&A

T&As are prepared for employees for each two week pay period. These T&A's are prepared, verified, printed, and initialed by the timekeeper; initialed by the employee; and signed by the supervisor before transmission to NFC may occur. The Biweekly T&A tab (**Figure 26**) is used to prepare these T&As.

To prepare an employee's biweekly T&A:

1. On the Employee List (**Figure 18**), double-click the employee for whom you wish to prepare the T&A.
2. Select the Biweekly T&A tab. The Biweekly T&A tab (**Figure 26**) is displayed.
3. Complete the fields as indicated under [Biweekly T&A Tab Field Instructions](#).

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

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

OR

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

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

OR

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

OR

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

OR

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

OR

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

Preparing A Split T&A

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

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

A change in:

- Work schedule
- Service Year
- Start Date
- Master Record Number

- Individual Position Number
- Pay Plan
- Occupational SeriesGradeStepBase Salary (Schedule Salary)
- Salary Rate Code
- Pay Rate Determinant Code
- Save Grade Expiration Date
- Duty Station
- Tour-of-Duty Hours
- Type of Appointment Code
- Special Employment Code
- COLA/Post Differential Code
- Wage Board Shift Rate
- Annuitant Share
- Cooperator or State Share of Salary
- Hourly Cooperator Agreement Rates-Overtime
- Hourly Cooperative Agreement Rates-Holiday
- Quarters Deduction Code
- Quarters Deduction Amount
- FLSA CodeEmploying Office

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

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

Note: If either part of the split T&A contains an error, both parts of the T&A will reject.

To prepare a split T&A:

1. Select the applicable employee from the Employee List (**Figure 18**).
2. From the Select An Action (For The Employee List) menu (**Figure 5**), select **Split T&A**. The Split End And Start pop-up (**Figure 27**) appears.



Figure 27. Split End And Start pop-up

3. Complete the fields as indicated under [Split End And Start Pop-up Field Instructions](#).
4. Click **[OK]** to confirm your selection and continue with the Split T&A process. You are returned to the Biweekly T&A tab (**Figure 26**) with a **1** displayed in the Split # field.
5. Complete Split #1.
6. Click **[Save]** to save the information entered on Split #1.
7. Complete Split #2.
8. Click **[Save]** to save the information entered on Split #2.
9. Click **[Verify]** to verify both Split #1 and Split #2. If you attempt to **[Verify]** after completing Split #1, an error message will appear. Both parts must be completed before the T&A may be verified. You do not have to go back and click **[Verify]** on Split #1. Clicking **[Verify]** on Split #2 verifies both parts.

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

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

To merge a split T&A:

1. Select the applicable employee from the Employee List (**Figure 18**).
2. Select the T&A to be merged.

3. Click **Merge T&A**. The Merge T&A pop-up (**Figure 28**) appears.



Figure 28. Merge T&A pop-up

4. Click **[OK]** to merge the T&A. The T&A is now merged back into one T&A. Only the data from Split #2 is retained.

Preparing A Corrected T&A

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

To prepare a corrected T&A:

1. Select the applicable employee from the Employee List (**Figure 18**).
2. On the Select An Action (for the Employee List) drop-down menu (**Figure 5**), select **Show All T&As**. A list of T&As for that employee is displayed.
3. From the list displayed, select the T&A (pay period) to be corrected. The applicable T&A is displayed.
4. On the the Select An Action(for the Employee List) drop-down menu (**Figure 5**), select **Correct T&A**. The applicable T&A is displayed.
5. Make the applicable corrections.
6. Click **[Verify]** to verify the information.
7. After the T&A is printed and initialed by the timekeeper, initialed by the employee, and signed by the supervisor, transmit the T&A.

Printing T&As

After T&As are entered and verified by the timekeeper, they are ready to be printed. Agencies must retained the printed T&As in a secure manner.

Note: You can print from the Employee List at any time by clicking the print link above the Employee List.

To print T&As:

1. On the Contact Point List (**Figure 17**), double-click the applicable contact point.

- On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), click **Select All** to print all of the T&As for a contact point.

OR

Select only those T&As to be printed.

- On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), click **Print Selected T&As**. The Print Stored Accounting pop-up (**Figure 29**) appears.

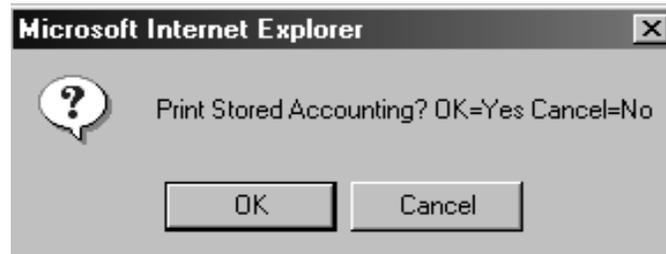


Figure 29. Print Stored Accounting pop-up

- On the Print Stored Accounting pop-up (**Figure 29**), click **[OK]** to print any applicable stored accounting. The Print T&A window (**Figure 30**) is displayed.
- The Print T&A window (**Figure 30**) displays all of the T&As (in the print format) for a contact point. You can scroll through the T&As to be printed.

OR

From the employee's Biweekly T&A tab (**Figure 26**), click **[Print]** The Print T&A window (**Figure 30**) is displayed.

NAME:	LOWRY, MATTHEW	SSNR:	437-58-8958	T & A PAY PERIOD:	06	DATE:	4/15/2004																				
T & A CONTACT POINT:	34 44 3123 88 02		FT	PAY PERIOD DUTY:			80.0																				
ALT WORK SCHD:	Normal																										
TRANS CODE	TRANS DESCRIPTION	TRANS AMOUNT	WEEK 1	WEEK 2	ACCOUNTING DATA																						
No records found.																											
WEEKLY HOURS IN PAY STATUS			0.0	0.0																							
TOTAL HOURS IN PAY STATUS				0.0																							
WEEKLY OTHER HOURS			0.0	0.0																							
TOTAL OTHER HOURS				0.0																							
ANNUAL LEAVE CATEGORY:		8	<table border="1"> <thead> <tr> <th colspan="5">LEAVE RECORD</th> </tr> <tr> <th>TYPE</th> <th>BALANCE FORWARD</th> <th>ACCURIED</th> <th>USED</th> <th>ENDING BALANCE</th> </tr> </thead> <tbody> <tr> <td>ANNL</td> <td>0.00</td> <td>6.00</td> <td>0.00</td> <td>6.00</td> </tr> <tr> <td>SICK</td> <td>0.00</td> <td>4.00</td> <td>0.00</td> <td>4.00</td> </tr> </tbody> </table>					LEAVE RECORD					TYPE	BALANCE FORWARD	ACCURIED	USED	ENDING BALANCE	ANNL	0.00	6.00	0.00	6.00	SICK	0.00	4.00	0.00	4.00
LEAVE RECORD																											
TYPE	BALANCE FORWARD	ACCURIED						USED	ENDING BALANCE																		
ANNL	0.00	6.00	0.00	6.00																							
SICK	0.00	4.00	0.00	4.00																							
SICK LEAVE CATEGORY:		4																									
CEILING:		240																									
REMARKS																											
PAY PERIOD:		06																									
BEGIN DATE:		03/21/2004																									
END DATE:		04/04/2004																									
CERTIFIED TIMEKEEPER		EMPLOYEE		SUPERVISOR																							
Certified Correct All Regular Time, Leave Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.																											

Figure 30. Print T&A window

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

Transmitting T&As

After T&As have been verified, printed, and signed, they are ready for transmit to NFC. T&As should be transmitted by the close of business on Tuesday following the end of the pay period.

Note: You can transmit from the Employee List at any time by clicking the transmit link above the Employee List.

To transmit T&As:

1. On the Contact Point List (**Figure 17**), double-click the applicable contact point.
2. On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), click **Select All** to transmit all T&As for a contact point.

OR

Select only those T&As to be transmitted.

3. On the Select An Action drop-down (for the Employee List) menu (**Figure 5**), click **Transmit Selected T&As**. The Transmit Selected T&As pop-up (**Figure 31**) appears.

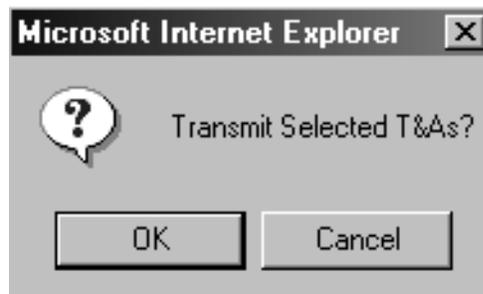


Figure 31. Transmit window

4. Click **[OK]** to transmit the T&A(s). After clicking **[OK]**, the Status of the T&A is *Released* until the Payroll/Personnel database picks up the T&A(s). Once the T&A(s) are picked up, the Status is updated to *Transmitted*.

Field Instructions For Getting Started In STAR 4.0

This section presents the following topics:

[STAR 4.0 Logon Page Pop-up Field Instructions](#)

[Change Password Pop-up Field Instructions](#)

[Feedback Pop-up Field Instructions](#)

STAR 4.0 Logon Page Pop-up Field Instructions

The STAR 4.0 Logon Page pop-up (**Figure 2**) is used to log onto STAR 4.0.

User Id Type your STAR 4.0 user Id.

Password Type your STAR 4.0 password.

Change Password Page Pop-up Field Instructions

The Change Password pop-up (**Figure 3**) is used to change your password in STAR 4.0.

User Id Type your current STAR 4.0 user Id.

Password Type your current STAR 4.0 password.

New Password Type your new STAR 4.0 password.

Verify New Password Re-type your new STAR 4.0 password.

Feedback Pop-up Field Instructions

The Feedback pop-up (**Figure 10**) is available for users to send any comments and/or questions about STAR 4.0 to NFC.

Your Email (Optional) Type your e-mail address.

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

Subject

Click the down arrow to select the subject of your comment and/or question.
Valid values are **Appearance, Bugs, Features, Navigation,** and **General.**

Comments

Type your comment.

Field Instructions For Using STAR 4.0

This section presents the following topics:

[Contact Point Tab Field Instructions](#)

[STAR Move Employees Pop-up Field Instructions](#)

[Contact Point JCL Tab Field Instructions](#)

[Employee Detail Tab Field Instructions](#)

[T&A Header Tab Field Instructions](#)

[Leave Acct Tab Field Instructions](#)

[Biweekly T&A Tab Field Instructions](#)

[Split End And Start Pop-up Field Instructions](#)

Contact Point Tab Field Instructions

The Contact Point Tab (**Figure 14**) is used by Administrators for establishing and maintaining contact points in STAR 4.0. For instructions on using the Contact Point tab (**Figure 14**), see **Establishing Contact Points**.

Detail

Agency

Type the user's agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator or T&A Coordinator.

State Code

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

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

Town

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

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

Unit

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

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

Location

Street 1 Type the first line of the organization’s address.

Street 2 Type the second line of the organization’s address.

City Type the organization’s city.

State Type the alpha 2-character state abbreviation.

Zip Type the organization’s ZIP+4 code.

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

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

If this box is left blank, the compensatory time balance is zeroed out at the beginning of the new leave year. If you are unsure of your agency policy or procedure, contact your personnel office. If your agency issues payment when compensatory time is zeroed out, you must submit Form AD-581, Lump Sum Leave Or Compensatory Time Payments.

STAR Move Employees Pop-up Field Instructions

The STAR Move Employees pop-up (**Figure 15**) is used to move an employee from one contact point to another. For instructions on moving an employee, see [Moving An Employee From One Contact Point To Another](#).

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

- State Code** Type the code that identifies the losing agency's state (within or outside the continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographic Location Codes with Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.
- To find the applicable state code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.
- Town** Type the losing agency's town code contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographical Location Codes With Names. If you are unsure of the town code, contact your System Administrator or T&A Coordinator.
- To find the applicable town code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.
- Unit** Type the losing agency's agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of the unit code, contact your System Administrator or T&A Coordinator.
- TK Number** Type the losing agency's agency-assigned number that identifies the Timekeeper. If you are unsure of the Timekeeper number, contact your System Administrator or T&A Coordinator.
-

Contact Point JCL Tab Field Instructions

The Contact Point JCL tab (**Figure**) is used to build JCL for transmitting T&As to NFC for processing.

JCL Parm

- Test/Prod** Type **TEST** to use the JCL as a test.
- OR**
- Type **PROD** to use the JCL in a production environment.
- JCL files can be changed to send transmission files as a test (i.e., transmitted T&A's **are not processed** through production files by NFC), or the JCL file can be changed to send transmission files to production (i.e., transmitted T&A's **are processed** through production files by NFC).
- Agencies should be advised that when changing from a test environment to a production environment, the first 2 characters of the job name must be typed in the Job Name Id field.
- STAR Web automatically moves the cursor to the Job Card Name field if **PROD** is typed.
- If **TEST** is typed, the cursor moves to the Remote Number field.

Job Name Id This field is initially blank. To change from test to production, the first 2 characters of the job name must be entered in this field.
For USDA agencies, type **FP**.
For non-USDA agencies, type the 2 characters assigned to your agency.
When changing from production to test, the system generates this field, and no entry is allowed.
After the first 2 positions, the remainder of this field is system generated.

Remote Id Type your NFC-assigned printer ID.

Job Card Comments This field is for agency use, as needed, such as for telephone number, initials, etc.
Periods, hyphens, etc., should not be entered into this field. Inappropriate use may cause problems with the file once it has been transmitted to the Mainframe for processing.

Preview JCL Deck

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

Employee Detail Tab Field Instructions

The Employee Detail tab (**Figure 23**) is used to add or update an employee's record. The only time an employee record is added is when a new timekeeper gains a new employee that was not previously in NFC's Payroll/Personnel database. For instructions on using the Employee Detail tab (**Figure 23**), see [Adding A New Employee](#).

Employee

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

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

Last Name Type the employee's last name.

First Name Type the employee's first name.

Middle Type the employee's middle name.

Other Information

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

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

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

Tour Of Duty If the employee is a full-time employee, this field defaults to **80**.
If the employee is a part-time employee, type the employee's tour of duty. Type the number of hours in the first 4 positions, and if fractions are necessary, type a "." and the fraction in the last 2 positions. For definitions of the valid fraction values, see the **Fractions Of Hours Table**.

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

Leave Information

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

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

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

Contact Point Each employee's Contact Point field defaults to the corresponding code in the current timekeeper's contact point. If the employee is moving from one contact point to another, the losing timekeeper must enter the entire contact point of the gaining timekeeper to transfer the employee to the new timekeeper's employee list.

T&A Header Tab Field Instructions

The T&A Header tab (**Figure 24**) is used to maintain header information about an employee. For more information on the T&A Header tab (**Figure 24**), see [Maintaining An Employee's Header](#).

Pay Period

Number This field is system generated.

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

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

Corrected

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

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

Split

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

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

Begin

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

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

End

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

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

Detail

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

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

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

• **Not Final T/A**

• **Final T/A**

• **1st Week FLSA**

• **1st Wk + Final**

• **2nd Week FLSA**

• **2nd Wk + Final**

• **Bothweek FLSA**

• **Both wk + Final**

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

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

Advance Leave

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

An employee may be granted:

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

Advanced leave should not be entered in STAR 4.0 until **after** you receive documentation to support the transaction. An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

Wage Shift FEGLI

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

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

- Blank
 - Normal T&A
 - Exceed Biweek
- If the employee is coded as a Wage Grade employee, the valid values are:
- First Shift
 - Second Shift
 - Third Shift
 - Varied Shift

Standby/AUO/Avail Pay

Flag

Click this field if the employee is eligible for standby/AUO hours.

Standby/AUO hours are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.

A check mark will appear in this field. The default is this field blank.

First Week

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

Second Week

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

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

Accounting Data Usage Code Enter **1 Store Accounting On Each Line** to store accounting. Only one line of accounting can be stored.
If your agency uses stored accounting data and the accounting has already been stored, enter **2 Used Stored Accounting** to use stored accounting.
You cannot enter **1 Store Accounting On Each Line** to store accounting in the last pay period of the fiscal year. You must wait until the next pay period if you wish to store accounting during the last pay period of the fiscal year.
Accounting data cannot be stored in the pay period that the fiscal year ends.

Stored Accounting This field is system generated. If the agency uses stored accounting, the stored accounting is displayed in this field.
Note: If a **2** is displayed in this field, stored accounting is being used.
If stored accounting was being used when the Timekeeper began using STAR 4.0, the stored accounting will not be displayed in this field; however, it will be used by STAR 4.0. To display the stored accounting from PC-TARE or STAR in STAR 4.0, you must enter a **1** in the Accounting Data Usage Code in STAR 4.0 once.

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

Agency Use This field is reserved for agency use.

Leave Acct Tab Field Instructions

The Leave Acct tab (**Figure 25**) is used to maintain an employee's leave account.

Type This field is system generated in Lines 1 and 2.
On Lines 3-10, click **[Select]**. The Leave Type Table window (**Figure 12**) is displayed. On the Leave Type Table window (**Figure 12**), select the applicable leave type and click **[Select]**. You are brought back to the Leave Acct tab (**Figure 25**) with the selected leave type displayed. Repeat this step until all applicable leave types are selected.

Description This field is system generated in Lines 1 and 2 with the applicable literals displayed.
On Lines 3-10, the literal for the selected leave type is displayed in this field.

Forward Type the leave balance brought forward in hours. If fractions must be recorded, type a “.” (period) and the fraction in the last 2 positions. For a list of the valid fraction values, see the **Fractions Of Hours Table**.

Accrued This field is system generated in Lines 1 and 2 based upon information on the employee’s detail record.

Used This field is system generated based upon information entered on the employee’s biweekly T&A.

Balance This field is system generated and displays the balance for the applicable leave type.

P/T Sick On Line 2, this field is used to record unapplied sick leave hours for part-time employees.

Type the number of unapplied hours in this field. Type the number of whole hours in the first 4 positions. If fractions must be recorded, type a “.” (period) and the fraction in the last 2 positions.

Part-time employees earn 1 hour of sick leave for each 20 hours worked not to exceed 4 hours earned per pay period.

All hours worked in excess of the basic work requirement of a part-time employee, including overtime, are counted in determining the biweekly accrual of sick leave, up to a maximum of 80 hours in pay status per pay period. Divide the total number of hours worked by 20. If the result is not evenly divisible, the remainder is called unapplied hours and is carried forward to use in computing the leave earned for the next pay period.

This field does not update until after a rollover is performed.

P/T Annl On Line 1, this field is used to record unapplied annual leave hours for part-time employees.

Type the number of whole hours in the first 4 positions. If fractions must be used, type a “.” (period) and the fraction in the last 2 positions.

Type the number of unapplied hours in this field. Part-time employees earn annual leave on pro rata basis depending on the leave category and the number of hours worked.

Employees in Leave Category 4 earn 1 hour for each 20 hours worked; Leave Category 6, 1 hour for each 13 hours worked; Leave Category 8, 1 hour for each 10 hours worked.

All hours worked in excess of the basic work requirement for a part-time employee, including overtime, are counted in determining the biweekly accrual of annual leave, up to a maximum of 80 hours in pay status per pay period. Divide the total number of hours worked by the minimum hour requirement (i.e., 10, 13, or 20). If the result is not evenly divisible, the remainder is called unapplied hours and is carried forward to use in computing the leave earned for the next pay period.

This field does not update until after a rollover is performed.

Biweekly T&A Tab Field Instructions

The Biweekly T&A tab (**Figure 26**) is used by timekeepers for preparing an employee's T&A each pay period.

Current Info

Status	This field is system generated. The status of the T&A is displayed in this field. For a list of valid values and definitions of these values, see the Status Table .
AWS	This field is system generated from the employee's header. This field displays the type of work schedule the employee is working. For a list of valid values and definitions of these values, see the AWS Table .
Split #	This field is system generated. If the T&A is a split T&A, the part number is displayed in this field. If the T&A is not a split T&A, the default is 0 .
Accngt Code	This field is system generated based upon data displayed in the Accounting Data Usage Code field.

Time & Attendance Worksheet

Weekly Totals	These fields are system-generated based upon the totals of the hours in the Week 1 Hours and the Week 2 Hours.
Biweekly Total	This field is system-generated based upon the values displayed in the Weekly Totals fields.
Other Hours	This field is system-generated based upon the other hours in the Week 1 Hours and Week 2 Hours fields.
Pre	Type the 2-digit prefix, if applicable. The TC prefix is a code used to record the percentage rate for environmental differential pay and danger pay and to expand the definition for certain TCs or create a new TC and definition when the TC has been previously used without a prefix.
TC	Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TCs can be found in TMGT Table 032, Transaction Codes.
Suf	Type the 1-digit suffix, if applicable. The transaction suffix is used to record differential, union representation, and to supplement certain TCs to vary their meaning.

Description	This field is system generated. A literal of the TC typed is displayed in this field.
Week 1 Hours	Type the number of whole hours in the first 4 positions. If fractions must be present, type a “.” (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the first week of the pay period. STAR 4.0 defaults to 00 if no entry is made. For a list of the valid fraction values, see the Fractions Of Hours Table .
Week 2 Hours	Type the number of whole hours in the first 4 positions. If fractions must be present, type a “.” (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the second week of the pay period. STAR 4.0 defaults to 00 if no entry is made. For a list of the valid fraction values, see the Fractions Of Hours Table .
Accounting	Type the applicable accounting code. Data entered into this field is edited against MASC as each line is added or updated.
TC Descriptor	A TC descriptor (TD) is a code that is used in conjunction with specific TC(s) on an employee’s T&A. The entry of TDs is optional. If used, it allows agencies to enforce restrictions and limitations for special uses. It also provides a method to handle agency, Office of Personnel Management, and Congressional reporting needs. For a list of the descriptors and definitions, see the TC Descriptor Table .
Info	
Dollar Amt	Type the dollar amount in dollars and cents if the TC entered is a dollar amount TC.

Split End And Start Pop-up Field Instructions

The Split End And Start pop-up (**Figure 27**) is used to prepare a split T&A.

Split Part 1 End	Type the day of the pay period to end the first part of the split T&A. Valid values are 01-13 .
Split Part 2 Start	Type the day of the pay period to begin the second part of the split T&A. Valid values are 02-14 .

STAR 4.0 Reference Tables

This section presents the following tables:

[Work Schedule Table](#)

[Special Type Table](#)

[Fractions Of Hours Table](#)

[Annual Leave Category Table](#)

[Sick Leave Category Table](#)

[Status Table](#)

[AWS Table](#)

[Advance Leave Table](#)

[Transaction Codes](#)

Work Schedule Table

Work Schedule	
Full Time	The employee works a full-time 80 hour schedule. This is the default.
Part Time	The employee's tour of duty is less than 80 hours. This tour must be defined on the employee's detail record.
Intermittent	The employee works an intermittent schedule.
Intermittent 6	The intermittent employee works a full-time schedule in place of a full-time employee.
1st 40 Hours	The first 40 hours of work performed in a week by the employee define the tour of duty for that particular week.

Special Type Table

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

Fractions Of Hours Table

Fraction	
25	15 minutes or 1/4 of an hour
50	30 minutes or 1/2 of an hour
75	45 minutes or 3/4 of an hour

Annual Leave Category Table

Category	
0	The employee is not eligible for annual leave.
4	The employee has less than three years of service.
6	The employee has more than three years of service, but less than 15 years of service.
8	The employee has more than 15 years of service.

Sick Leave Category Table

Category	
0	The employee is not eligible for sick leave.
4	The employee is eligible for sick leave.

Status Table

Status	
New	This status designates a new T&A for an employee. No data has been entered on this T&A. A New T&A is displayed when using the Add New option.
In Progress	This status designates a T&A that is in progress for an employee. This T&A has not yet been verified, but data has been entered. If the Timekeeper enters data throughout the pay period, the T&A will remain In Progress during the pay period until the T&A is completed and verified. Changes/corrections/updates to this type of T&A are made in the Change option.
Error	This status designates a T&A that contains an error. This T&A can not be verified or transmitted until the error is corrected. Corrections to this type of T&A are made using the Change option.
Verified	This status designates a T&A that has been verified, but has not yet been transmitted. Changes can still be made to this T&A using the Change option.
Released	This status designates a T&A that has been released for transmission batch process. After using the Transmit option, the status is Released until the T&A is picked up for Transmit. Changes/corrections to this type of T&a are made using the Correct T&A option.
Transmitted	This status designates a T&A that has been transmitted. Changes can only be made to this T&A by preparing a corrected T&A. This status occurs after a Released T&A is picked up for Transmit.

AWS Table

Category	
(3) 4 10 Hr Days	The employee works four 10-hour days each week in a two week pay period.
(5) 8 9 Hr/ 1 8 Hr	The employee works eight 9-hour days and one 8-hour day during the pay period.
(7) Variable Day In 40	The employee works a variable schedule where he/she must work 40 hours each week in a two week pay period.
(8) Variable Week In 80	The employee works a variable schedule where he/she works 80 hours throughout the pay period.

(9) Reset To Normal	This code is used to reset an employee's status when the employee was perviously on an AWS schedule.
Normal Schedule	This employee is on a normal schedule. This is the default.

Advance Leave Table

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

Transaction Codes

TC 01, Regular Time	
Descriptor(s):	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	All employees
Rate:	Basic hourly rate of pay
Description:	<p>This TC is used to record the regularly scheduled tour of duty hours an employee worked during the basic workweek.</p> <p>Maximum Hours Per Pay Period. TC 01 hours reported for the pay period cannot exceed 80 hours.</p> <p>Fill-In Hours. A full-time or part-time employee who is on AWOP during the basic workweek must "fill-in" the hours of nonpay status before any work performed outside scheduled basic work hours can be paid as overtime. Use TC 01 to record any fill-in hours of work that full-time or part-time employees perform outside the basic workweek. The fill-in hours reported using TC 01 should not exceed the number of hours reported against AWOP. See TC 19 for additional information about fill-in hours.</p> <p>TD Codes. One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p>
Descriptor/Value	Definition
01 Detail	Employee is temporarily assigned to work in another organization or office.
02 Light Duty (injury)	Employee returns to work from OWCP injury, but is limited to light duty work.
03 Light Duty (illness)	Employee returns to work from OWCP illness, but is limited to light duty work.
04 Training	Employee is attending training on government time in lieu of performing work.
11 Telecom (Adhoc-Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does not do so as part of a set schedule (i.e., work is epicodic, adhoc, and/or situational).
12 Telecom (2 Days/Week/ Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for less than or equal to 2 days a week as a part of an official telecommuting agreement.
13 Telecom (2Days/Week/ Alternate Work Site)	Form of telecommuting whereby an employee works at an alternate site (satellite office or telework center) but does so in accordance with a set schedule for more than 2 days a week as a part of an official telecommuting agreement.

TC 01, Regular Time

14	Telecom (Adhoc/Work-At-Home)	Form of telecommuting whereby an employee works at home, but does not do so in accordance with a set schedule (i.e., work is episodic, adhoc, and/or situational).
15	Telecom (2 Days/Week/Work-At-Home)	Form of telecommuting whereby an employee works at home, but does not do so in accordance with a set schedule (i.e., work is episodic, adhoc, and/or situational).
16	Telecom (2Days/Week/Work-At-Home)	Form of telecommuting whereby an employee works at home, but does not do so in accordance with a set schedule for 2 or fewer days a week as a part of an official telecommuting agreement.

Entry Instructions:

Type **01** in the TC field and the number of regular hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate TD Code in the TC Descriptor field.

TC 01, Suffix 5, Additional Compensation @ Basic Rate

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Capitol Police
Description:	<p>For sworn U.S. Capitol Police members, this TC is used to record the number of hours worked over 80 in a pay period to meet the 85-hour overtime threshold.</p> <p>Time calculated in excess of 85 hours per pay period is paid at the overtime rate of time and one-half. This 85 hours includes 80 hours in a duty status and no more than 10 noncompensable 30-minute (5 total hours) meal periods, which is allowable only on days when duty is performed. Time in a paid leave status does not count toward meeting the 85-hour overtime threshold. For civilian members, the overtime threshold is 40 hours per week.</p>

Entry Instructions:

Enter **01** in the TC field and **5** in the Suf field. Enter the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, enter the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 01, Suffix 9, Training For Employees With Hourly Limitations

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Intermittent/Seasonal employees
Description:	<p>This TC is used to record the training hours for intermittent/seasonal employees. These hours are excluded from the hourly appointment limitation.</p> <p>The Office of Personnel Management (OPM) revised its regulations to set a uniform service limit for temporary appointments in both the competitive and excepted service at 1 year with no more than one 1-year extension (24 months total service). Exceptions to the 1-year general service limitation are listed in 5 CFR 316.401 (D) and 5 CFR 213.104 (b)(3). Among the exceptions are appointments/extensions to positions involving intermittent or seasonal work provided that (1) the appointments/extensions are made in increments of 1 year or less and (2) employment in the same or a successor position totals less than 6 months (1,040 hours), excluding overtime, in a service year. Individuals appointed to such intermittent or seasonal positions may be given training for up to 120 days following initial appointment and up to 2 weeks per year thereafter without regard to the service year limitation.</p> <p>Overtime and compensatory time hours are excluded from all hourly appointment limitations in accordance with OPM regulations.</p>

TC 01, Suffix 9, Training For Employees With Hourly Limitations

Entry Instructions:

Type **01** in the TC field and **9** in the Suf field. Type the number of training hours in the applicable Week 1 Hrs/ Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 01, Prefix 97, Regular Scuba Diving 175%

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate
Description:	This TC is used to record the diving performed during regular duty hours for the time actually spent in the water while engaged in the diving operation.

Entry Instructions:

Type **97** in the Pre field and **01** in the TC field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields for diving performed during regular duty hours. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 04, Sunday Differential

Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	Full-time GS employees Full-time FWS employees
Rate:	Base pay plus 25 percent of base pay
Description:	<p>This TC is used to record the nonovertime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.</p> <p>Recording Hours Worked and Paid Absence. Sunday differential is compensable for eligible employees based on regular time worked as follows:</p> <p>Full-time GS Employees - regular time worked on a tour which begins or ends between the hours of 6:00 a.m. and 6:00 p.m. Sunday. See TC05 for Sunday differential with night differential.</p> <p>Full-time FWS Employees - regular time worked on a tour which begins or ends between the hours of midnight Saturday and midnight Sunday.</p> <p>Maximum Hours Per Day. Do not record more than 8 hours of any 1 regularly scheduled duty day. If the employee is working an approved alternate work schedule, enter 9 or 10 hours, as applicable.</p> <p>Maximum Hours Per Week. Record a maximum of 16 hours within a single workweek and 32 hours within a pay period under TC 04 or 05.</p> <p>Note: For AWS Codes 3 and 5, the maximum is 40 hours which can be recorded for TC 04 and TC 05 and for AWS Code 7, the maximum is 48 hours. This is recorded if the employee's duty day begins on Saturday and ends on Sunday with another duty day beginning on Sunday and ending on Monday.</p> <p>Paid Absence. Do not use TC 04 to record hours of paid absences which occur within the employee's scheduled tour of duty. Use the appropriate transaction code for the paid absence hours.</p>

TC 04, Sunday Differential

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

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

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

If the employee takes leave for the last hour, Sunday differential will be paid for the hours worked.

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

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

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

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

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

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

If the employee works the full 10 hours, he/she would be entitled to 8 hours of Sunday differential.If the employee is on LWOP for the first 3 hours of the tour, he/she is entitled to 7 hours of Sunday differential because the last 2 hours of the tour lose the overtime status because of the LWOP.

If the employee is on LWOP for the first hour of the tour, he/she is entitled to only 8 hours of Sunday differential and 1 hour of overtime pay because 8 hours a duty day is the maximum Sunday differential entitlement.

Entry Instructions:

Full-time GS Employees. Type **04** in the TC field and the number of hours of nonovertime work performed between 6:00 a.m. and 6:00 p.m. on Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields. If the employee's scheduled tour of duty included the hours of midnight Saturday to 6:00 a.m. Sunday and/or 6:00 p.m. to midnight Sunday, use TC 05, Sunday With Night Differential.

Full-time FWS Employees. Type **04** in the TC field and the number of hours of nonovertime work on a tour which began or ended between midnight Saturday to midnight Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the appropriate suffix in the Suf field to record shift differential in addition to Sunday differential. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 04, Prefix 01, Sunday Differential for Protective Services

Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base pay plus 25 percent of base pay
Description:	This TC is used to record nonovertime hours for protective services duty the employee worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.

Entry Instructions:

Type **01** in the Pre field and **04** in the TC field.

Type the applicable number of hours in the Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 04, Prefix 50, Sunday Diff @ 50%

Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	This TC is used to record the hours of regularly scheduled nonovertime work performed on Sunday that is not a holiday. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This premium pay applies to only those hours worked that are on Sunday. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **50** in the Pre field and **04** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/ Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 04 with an appropriate entry in the Prefix field.

TC 04, Prefix 97, Sunday - Scuba Diving 175%

Descriptor:	01, 02, 03, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate plus 25 percent.
Description:	Used to record the hours of diving performed on Sunday for time actually spent in the water while engaged in the diving operation.

TC 04, Prefix 97, Sunday - Scuba Diving 175%

Entry Instructions:

Type **97** in the Pre field and **04** in the TC field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields for diving performed on Sunday. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 05, Sunday Differential With Night Differential

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time GS Employees. (For FWS employees, see TC 04.) This TC does not apply to employees entitled to Customs Officers Pay Reform.
Rate:	Base pay plus 35 percent
Description:	<p>This TC is used to record regular time worked on a tour which begins or ends between the hours of midnight Saturday through 6:00 a.m. Sunday and/or 6:00 p.m. through midnight Sunday.</p> <p>Maximum Hours Per Day. Do not record more than 8 hours for any 1 regularly scheduled basic workday for TC 05 or a combination of TC 04 and TC 05. If the employee is working an approved alternate work schedule, enter 9 or 10 hours, as applicable.</p> <p>Maximum Hours Per Week. Record a maximum of 16 hours within a single workweek and 32 hours within a pay period under TC 04 and TC 05. For AWS Codes 3 or 5 the maximum is 20 hours which can be recorded for TC 04 and TC 05. This may occur if the employee's duty day begins on Saturday and ends on Sunday with another duty day beginning on Sunday and ending on Monday.</p> <p>Note: A combination of TC 04 and TC 05 cannot exceed (1) 40 hours when the AWS code is 3 or 5; (2) 32 hours for Code 9 or blank.</p> <p>Paid Absence. Sunday differential is not applied when paid leave is taken during the pay period. Night differential is not applied when paid leave is 8 hours or more within a pay period.</p> <p>Exception: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. In such cases, record the hours of paid absence using the TC that describes the absence and Suffix 2 to reflect the paid absence with night differential. The employee must perform work for some part of the scheduled duty day within the Sunday differential period before Sunday with night differential may be applied.</p> <p>Example: A GS employee's scheduled duty day is 11:00 p.m. Sunday through 7:30 a.m. Monday.</p> <p>If the employee takes leave for the first 2 hours (i.e., 11:00 p.m. - 1:00 a.m.), Sunday differential will not be paid for the remaining 6 hours of the tour because work was not performed on Sunday.</p> <p>If the employee takes leave for the last 2 hours (i.e., 5:30 a.m. - 7:30 a.m.), Sunday differential will be paid for the remaining 6 hours of the tour because work was performed on Sunday. TC 04 would be used for FWS employees, and the shift entitlement would be reflected by the use of the appropriate suffix, either 1, 2, or 3.</p> <p>Sunday Holiday. Record all hours worked during the base hour period on a Sunday holiday under TC 31, Holiday Worked. See TC 31 for detailed instructions. Entitlement to premium pay and differential depends upon whether or not the employee performed work on the holiday. If entitled, use TC 66 and the applicable suffix for differential payment.</p> <p>Note: Sunday with night differential is applied only to hours worked within the night differential period for military leave, OWCP Injury Leave, and Union Representation.</p>

TC 05, Sunday Differential With Night Differential

Entry Instructions:

Type **05** in the TC field and the number of nonovertime hours worked on a tour which begins or ends between midnight Saturday to 6:00 a.m. Sunday and/or 6:00 p.m. to midnight Sunday in the applicable Week 1 Hrs/Week 2 Hrs fields.

For FWS employees, use the appropriate suffix with TC 04 rather than TC 05.

If the employee does not work on the holiday, Sunday differential will not be paid, but night differential will be paid. Enter **66** in the TC field and the appropriate code in the Suffix field. Type the number of hours for the Sunday tour of duty in the applicable Week 1/Week 2 fields.

If the employee does work on the holiday, the premium pay for a holiday worked, Sunday differential, and night differential will be paid. If the employee did not work a full duty day on the Sunday holiday, use separate line entries to differentiate between the hours for which the differentials are or are not applicable.

For GS employees who are entitled to Sunday differential, enter **3** in the Suffix field. For those hours for which no work was performed, use TC 66, but do not complete the Suffix field, unless night differential is applicable. For GS employees who are entitled to Sunday and night differential, enter **66** in the TC field and **4** in the Suffix field.

For those hours for which no work was performed, use TC 66 but do not complete the Suffix field, unless night differential is applicable.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 05, Prefix 01, Sunday Differential with Night Differential for Protective Services

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base pay plus 35 percent
Description:	This TC is used to record the hours of regular time for protective services duty worked on a tour which begins or ends between the hours of midnight Saturday and 6:00 a.m. Sunday and/or 6:00 p.m. through midnight Sunday.

Entry Instructions:

Type **01** in the Pre field and **05** in the TC field.

Type the applicable number of hours in the Week1Hrs/Week 2 Hrs fields. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 11, Night Differential

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees
Rate:	Hourly base rate plus 10 percent
Description:	This TC is used to record hours worked between 6:00 p.m. through 6:00 a.m. during the regularly scheduled basic tour of duty. If an employee uses 8 hours or more of paid leave in a pay period, night differential will not be paid for the period of paid leave. Exceptions to the rule are TCs 65, 66, 67, and 68.

TC 11, Night Differential

Entry Instructions:

Type **11** in the TC field and the total regularly scheduled hours of work performed between 6:00 p.m. and 6:00 a.m. in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 11, Prefix 01, Night Differential for Protective Services

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Hourly base rate plus 10 percent
Description:	This TC is used to record hours for protective services duty worked between 6:00 p.m. through 6:00 a.m. during the regularly scheduled basic tour of duty.

Entry Instructions:

Type **01** in the Pre field and **11** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 11, Prefix 05, Night Diff @ 15%

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	This TC is used to record the hours of work (in 15-minute increments) performed during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **05** in the Pre field and **11** in the TC field. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 11, Prefix 10, Night Diff @ 20%

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 11, Prefix 10, Night Diff @ 20%

Description:	<p>This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **11** in the TC field. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 11, Prefix 15, Night Diff @ 15%

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record the hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation, otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **11** in the TC field. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 11, Prefix 20, Night Diff @ 20%

Descriptor:	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of work (in 15-minute increments) occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

TC 11, Prefix 20, Night Diff @ 20%

Entry Instructions:

Type **20** in the Pre field and **11** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Pay Reform are only entitled to TC 11 with an appropriate entry in the Prefix field.

TC 11, Suffix 09, Night Diff Training

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Intermittent/Seasonal employees
Description:	<p>This TC is used to record hours of training for applicable intermittent/seasonal employees receiving training during night differential hours. OPM revised its regulations to set a uniform service limit for temporary appointments in both competitive and excepted service at 1 year with no more than one 1-year extension (24 months total service). Exceptions to the 1-year general service limitation are listed in 5 CFR 316.401(D) and 5 CFR 213.104(B)(3).</p> <p>Among the exceptions are appointments/extensions to positions involving intermittent or seasonal work provided that (1) the appointments/extensions are made in increments of 1 year or less and (2) employment in the same or a successor position totals less than 6 months (1,040 hours), excluding overtime, in a service year. Individuals appointed to such intermittent or seasonal positions may be given training for up to 120 days following initial appointment and up to 2 weeks per year thereafter without regard to the service year limitation.</p> <p>Overtime and compensatory time hours will be excluded from all hourly appointment limitations in accordance with OPM regulations.</p>

Entry Instructions:

Type **11** in the TC field and **9** in the Suf field. Type the number of training hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 12, Night Differential on Compensatory Time

Descriptor	Not applicable with this TC
Applies To:	Full-time/Part-time employees Exception: Employees entitled to Customs Officers Pay Reform
Rate:	10 percent of base pay
Description:	<p>This TC is used to record night differential hours for substitute and/or regularly scheduled overtime work for which the employee is required or has elected to take compensatory time off instead of receiving premium pay. Night differential may not be paid for occasional overtime work. If the overtime is regularly scheduled and falls between the hours of 6:00 p.m. to 6:00 a.m., the employee is entitled to night differential. A regularly scheduled tour of duty must be authorized in advance. For more information, see 5 CFR 610.102(g). The night differential must be paid even if the employee received compensatory time off instead of premium pay. Consult your agency's policy since compensatory time is normally earned for hours worked for irregular/occasional overtime. See TC's 25 and 32 regarding regularly scheduled and irregular overtime.</p>

TC 12, Night Differential on Compensatory Time

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

Entry Instructions:

Type **12** in the TC field and the number of compensatory hours worked which fall within the night differential period in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the number of compensatory hours worked under TC 32, Compensatory Time Worked. The number of hours recorded using TC 12 must be less than or equal to the number of hours recorded using TC 32.

TC 13, Night Differential on Sunday Double Time

Descriptor	Not applicable with this TC
Applies To:	Animal and Plant Health Inspection Service Full-time/Part-time GS employees
Rate:	10 percent of base hourly rate
Description:	This TC is used to record overtime work performed on Sunday during the night differential period (6:00 p.m. to 6:00 a.m.) by employees engaged in inspection and quarantine services.

Entry Instructions:

Type **13** in the TC field and the number of hours worked which fall within the night differential period in the applicable Week 1 Hrs/Week 2 Hrs fields. Type **22**, Overtime Double for Sunday Work, in the TC field and the number of overtime hours worked on Sunday in the applicable Week 1 Hrs and Week 2 Hrs fields. The number of hours recorded using TC 13 must be less than or equal to the number of hours recorded using TC 22.

TC 14, Hazard Pay Differential

Descriptor	Not applicable with this TC
Applies To:	GS employees
Rate:	25 percent of base rate Note: AUO hours are not subject to 25 percent hazardous pay differential. Also, for employees using Special Employee Code 37, hazard pay is paid at 8 percent of the base rate.
Description:	This TC is used to record the hours of hazardous duty or duty involving physical hardship which is not usually involved in carrying out the duties of the position. Such duties may not be an inherent or a regular part of the position nor may have been taken into account in the classification of the position. Hazard Pay Differential is the addition to any other type pay or allowances due the employee. It is not considered part of the employee's basic compensation when computing other pay and/or allowances. Therefore, this differential pay is not included with other premium pay when determining whether or not the maximum earnings limitation has been reached (gross pay for the top step of Grade GS-15). The types of duty for which hazard pay differential is applicable are defined by the Office of Personnel Management. Your agency is responsible for informing you when and for what type of duty hazard pay differential is applicable.

TC 14, Hazard Pay Differential

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

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

Entry Instructions:

Type **14** in the TC field and the number of hours worked under hazardous conditions in the applicable Week 1 Hrs/ Week 2 Hrs fields. Also record these hours with the appropriate TC(s).

TC 16, Other Pay (Suffixes 1-9)

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	See TC 16 below with Suffixes 1-9.
Description:	<p>This TC is used to record the hours for duties performed by Wage Marine employees that are (1) hazardous, (2) outside the employee's normal responsibility, and (3) of a dirty or distasteful nature, while aboard oceangoing vessels.</p> <p>Wage Marines are paid on the basis of 365 days a year (2920 hours including nonwork days). Their hourly base rate is computed by dividing their annual salary by 2920. The daily rate is paid 7 days per week, except when the employee is on AWOL, LWOP, or assessed pay forfeitures as a result of disciplinary action.</p> <p>The hourly overtime rate is paid for all authorized work in excess of 8 hours per day and for all work performed on Saturdays, Sundays, or holidays. The overtime rate cannot be computed and is, therefore, stated in the pay tables by occupation and grade.</p> <p>Suffixes 1 through 9 must be used with TC 16 to distinguish the various types of other pay and to distinguish the rate of pay (i.e., base or premium).</p>

Entry Instructions:

Type **16** in the TC field and the applicable suffix in the Suf field (see TC 16, Suffixes 1-9 below). Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for a definition of applicable code.

TC 16, Suffix 1, Penalty Pay Regular

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Applicable penalty rate

TC 16, Suffix 1, Penalty Pay Regular

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

Type **16** in the TC field and **1** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for a definition of applicable code.

TC 16, Suffix 2, Penalty Pay Premium

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	One and one-half times base rate
Description:	This TC and suffix combination is used to record premium penalty pay for work performed on Saturdays, Sundays, holidays, or hours in excess of 8 hours per day. For the hours of duty between 8:00 a.m. and 5:00 p.m., Monday through Friday, the applicable penalty pay will be paid at 1 1/2 times the base rate. If overtime pay results in the greater pay benefit for the employee, use TC 21.

Entry Instructions:

Type **16** in the TC field and **2** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for a definition of applicable code.

TC 16, Suffix 3, Scuba Diving

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	One and one-half times base rate
Description:	This TC is used to record the hourly premium pay for diving performed during regular duty hours for the time actually spent in the water while engaged in the diving operation. Fractional hours are accrued to determine the amount due at the end of the employee's regular duty day. A minimum of 1 hour must be recorded. For diving work performed outside the regular tour of duty and in excess of 8 hours per day, the regular overtime or penalty rate are applicable in addition to the premium pay.

Entry Instructions:

Type **16** in the TC field and **3** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for a definition of applicable code.

TC 16, Suffix 4, Port Pay

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees

TC 16, Suffix 4, Port Pay

Rate:	Applicable penalty rate
Description:	<p>This TC is used to record pay for the first 48 hours and the last 24 hours in port. Employees are normally paid at the penalty rate during this time.</p> <p>Licensed engineers receive an additional compensation as overtime. TC 21 (if stateside), or port pay (if overseas), for night port watch between 5:00 p.m. and 8:00 a.m., during the first 48 hours and the last 24 hours in port.</p> <p>Master (Watch) received compensatory time off for overtime worked in port. Pay in lieu of accumulated compensatory time at the existing overtime rates may be authorized by appropriate officials, if such time off cannot be realistically used.</p>

Entry Instructions:

Type **16** in the TC field and **4** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definition of applicable code.

TC 16, Suffix 5, Tank Cleaning Oil Regular

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	The rates for tank cleaning are based on classes of positions. Class rates are established in the pay tables for each occupation and grade.
Description:	<p>This TC is used to record pay for tank cleaning.</p> <p>For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable hourly rates for classes A, B, or C are paid.</p> <p>Employees in Class B engaged in tank cleaning receive a bonus of 3 hours pay upon completion of the tank cleaning work.</p> <p>On Saturdays, Sundays, and holidays, for employee on-watch, enter TC 16, Suffix 5 plus the applicable overtime (TC 21).</p>

Entry Instructions:

Type **16** in the TC field and **5** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate TD Code in the TD field. See TC 01 for definition of applicable code.

TC 16, Suffix 6, Tank Cleaning Oil Premium

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Applicable overtime rate or 1 1/2 times the penalty rate
Description:	<p>This TC is used to record pay for tank cleaning. For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable premium rate for Classes A, B, or C is paid. When such work is performed on Saturdays, Sundays, or holidays, or in excess of 8 hours per day, the applicable overtime rate or 1 1/2 times the penalty rate is paid.</p> <p>When set rates are used, no other premium compensation is payable.</p>

TC 16, Suffix 6, Tank Cleaning Oil Premium

Entry Instructions:

Type **16** in the TC field and **6** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definition of applicable code.

TC 16, Suffix 7, Launch Operations

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Launch operators are paid on a flat rate per pay period, regardless of the number of hours or days in which work is performed.
Description:	This TC is used to record pay for performing launch operators duties. When oilers perform duty as launch operators, additional pay per period is authorized.

Entry Instructions:

Type **16** in the TC field and **7** in the Suf field. Type **1** in the Week 1 Hrs field.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definition of applicable code.

TC 16, Suffix 8, Dirty Work Regular

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Dirty work is paid by hourly rates
Description:	This TC is used to record pay for duties performed which are of a dirty or distasteful nature. For the hours of duty between 8:00 a.m. and 5:00 p.m. Monday through Friday, the applicable hourly rates are paid.

Entry Instructions:

Type **16** in the TC field and **8** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definition of applicable code.

TC 16, Suffix 9, Dirty Work Premium

Descriptor	01
Applies To:	National Oceanic and Atmospheric Administration Full-time/Part-time Wage Marine employees
Rate:	Dirty work is paid by hourly rates
Description:	This TC is used to record pay for performing launch operators duties. If the overtime rate is higher, TC 21 should be used instead of TC 16, Suffix 9. For dirty work performed between 5:00 p.m. and 8:00 a.m., Monday through Friday, Saturdays, Sundays, and holidays, the hourly rate is paid or the overtime rate, if higher. Note: Any Wage Marine whose penalty pay is not listed above will not be paid for the hours recorded opposite TC 16, Suffixes 5 and 6.

TC 16, Suffix 9, Dirty Work Premium

Entry Instructions:

Type **16** in the TC field and **9** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definition of applicable code.

TC 17, Commute Use Government Auto

Descriptor:	Not applicable with this TC
Applies To:	All employees Exception: TC 17 does not apply to Control Employees (an employee who is (1) an elected official, (2) a Federal employee appointed by the President and confirmed by the Senate, or (3) a State or local Executive Officer comparable to (1) or (2)).
Description:	This TC is used to record the number of one-way commutes to and from an employee's home in a Government-owned or -leased vehicle (GOV). If the number of one-way trips in any given month in a tax year exceeds 2, all trips are taxable and are reported on the employee's W-2. Record all trips on the T&A each pay period if it is apparent that the number of one-way trips in any given month will exceed 2. If the number of trips does not exceed 2 in a month, do not record TC 17 on the T&A. If trips were erroneously reported on the T&A, process a corrected T&A(s) to reverse the trips reported. Trips that should have been reported in a prior pay period(s) may be reported on the current T&A or before the end of the tax year. Note: Regulations are based on monthly activity, not pay period or weekly activity.

Entry Instructions:

Type **17** in the TC field and the number of one-way commutes to and from an employee's home in a GOV in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 10, Transit Subsidy

Descriptor	Not applicable with this TC
Applies To:	All employees who receive qualified transit and van pool benefits
Description:	This TC is used to record the monetary amount in excess of \$100 per month for which an employee is reimbursed by the agency for transit passes and van pool fees. This fringe benefit is taxable and will be reported on the employee's W-2. Transit passes and van pool fees may be recorded biweekly, monthly, quarterly, semiannually, or annually, but must be reported by the end of the tax year (usually Pay Period 24). Timekeepers should follow agency reporting guidelines. Report this information for separated employees at the time of separation. Transit passes and van pool fees should be recorded on the T&A by the last pay period of the tax year. If not reported on the T&A by the last pay period of the tax year, Form AD-343, Payroll Action Request, must be submitted with the data and NFC, Payroll/Personnel Operations Section, must be contacted. A delay in reporting will result in the issuance of an incorrect W-2. The W-2 will be adjusted to include the transit subsidy once Form AD-343 is processed. See Title I, Chapter 11, Nonautomated Processing, for AD-343 processing instructions.

TC 17, Prefix 10, Transit Subsidy

Entry Instructions:

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 17, Prefix 11, FLSA Meal Periods

Descriptor	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Treasury and Department of Justice
Rate:	Hours are used to compute FLSA straight time and to help meet the 85.5 hour FLSA standard.
Description:	This TC is used to record meal periods during regular and AUO duty. For regular duty, the meal is reported if the employee is not in leave status during his/her designated meal period, even though the employee actually takes a meal break. Law enforcement officer (LEO) meal periods are not to be reported on T&As for employees who do not receive AUO or standby premium pay compensation.

Entry Instructions:

Type **11** in the Pre field and **17** in the TC field. Type the meal period hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 12, FLSA Other Travel

Descriptor	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate
Description:	This TC is used to record overtime during other travel for which the employee is entitled to overtime compensation under FLSA.

Entry Instructions:

Type **12** in the Pre field and **17** in the TC field. Type the overtime hours performed during other travel in the applicable Week 1 Hrs/Week 2 Hrs fields. Follow your agency's policy to distinguish between FLSA hours and entitlement compensable under Title 5.

TC 17, Prefix 13, FLSA Training

Descriptor	Not applicable with this TC
Applies To:	Department of Justice Department of Treasury

TC 17, Prefix 13, FLSA Training

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

Entry Instructions:

Type **13** in the Pre field and **17** in the TC field. Type the overtime hours performed during training in the applicable Week 1 Hrs/Week 2 Hrs fields.

Follow your agency's policy to distinguish between FLSA hours and entitlement compensable under Title 5.

TC 17, Prefix 14, FLSA UD Roll Call

Descriptor	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate
Description:	This TC is used to record UD roll call hours for which the employee is entitled to overtime compensation under FLSA.

Entry Instructions:

Type **14** in the Pre field and **17** in the TC field. Type the overtime hours performed during UD roll call in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 15, FLSA Home to Work Travel

Descriptor	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate
Description:	This TC is used to record home to work travel time for which the employee is entitled to overtime compensation under FLSA.

Entry Instructions:

Type **15** in the Pre field and **17** in the TC field. type the overtime hours performed during travel from home to work in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 16, FLSA Other Hours

Descriptor	Not applicable with this TC
Applies To:	Law Enforcement Nonexempt FLSA Employees for Department of Justice and Department of Treasury Employees
Rate:	FLSA overtime rate
Description:	This TC is used to record other overtime hours for which the employee is entitled to overtime compensation under FLSA.

Entry Instructions:

Type **16** in the Pre field and **17** in the TC field. Type the other overtime hours performed in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 17, Suffered/Permitted Duty

Descriptor:	Not applicable with this TC
Applies To:	Department of Justice Department of Treasury
Rate:	FLSA overtime rate
Description:	This TC is used to record the hours of work performed by an employee for the benefit of an agency whether requested or not, provided the employee's supervisor knows or has reason to believe that the work is being performed and has an opportunity to prevent the work from being performed.

Entry Instructions:

Type **17** in the Pre field and **17** in the TC field. Type the hours of work prior to or after the established tour of duty or during the lunch period in the applicable Week 1 Hrs/Week 2 Hrs fields.

Normally, 1/4 hour should be the lowest fraction of an hour scheduled or permitted for overtime. Overtime should be rounded up or down to the closest 1/4 hour. If the minutes total 7 or less, the total shall be rounded down to the preceding 1/4 hour. If the minutes total 8 or more, the total shall be rounded up to the next quarter hour.

TC 17, Prefix 18, FLSA Meal Periods During Non AUO Overtime and Compensatory Time

Descriptor:	Not applicable with this TC
Applies To:	Department of Justice Law Enforcement Nonexempt employees
Rate:	FLSA overtime rate
Description:	This TC is used to record FLSA meal periods during non-AUO overtime and compensatory time that have not been reported under another type of duty for law enforcement employees. LEO meal periods are not to be reported on T&As for employees who do not receive AUO or standby premium pay compensation.

Entry Instructions:

Type **18** in the Pre field and **17** in the TC field. Type the number of hours devoted to meal periods during non-AUO and compensatory time in the applicable Week 1 Hrs/Week 2 Hrs fields, for which the time was not reported under another TC.

TC 17, Prefix 19, Excludable AUO Days

Descriptor	Not applicable with this TC
Applies To:	Department of Justice
Description:	This TC is used to record: (1) The number of excludable AUO days used to calculate AUO percentage rates for type of absence/duty listed below: Paid Leave Holiday Off Leave Without Pay Training periods when AUO duty was not performed Days as negotiated in agreements between the Departmental components and exclusive bargaining units

TC 17, Prefix 19, Excludable AUO Days

	<p>Temporary non-AUO assignments in excess of 10 consecutive prescribed workdays.</p> <p>The days not excludable while on such temporary assignments may not exceed 30 workdays in a calendar year.</p> <p>(2) Excludable availability pay days.</p> <p>The maximum number of days that may be recorded in one pay period is 14. The entry must not exceed 7 in the Week 1 Hrs field and 7 in the Week 2 Hrs field.</p> <p>Prepare a corrected T&A to record days from a prior pay period.</p> <p>Note: Refer to your agency for guidance on recording availability pay data.</p>
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Entry Instructions:

Type **19** in the Pre field and **17** in the TC field. Enter the number of **days** being recorded in the Week 1 Hrs/Week 2 Hrs fields. Do not complete the fraction portion of these fields.

TC 17, Prefix 21, Place on Furlough

Descriptor	Not applicable with this TC
Applies To:	Internal Revenue Service
Description:	This TC is used to record furlough hours.

Entry Instructions:

Follow Internal Revenue Service instructions for recording furlough hours.

TC 17, Prefix 22, Placement in Pay Status

Descriptor	Not applicable with this TC
Applies To:	Internal Revenue Service
Description:	This TC is used to return an employee to duty from furlough.

Entry Instructions:

Follow Internal Revenue Service instructions for recording return to duty from furlough.

Note: Do not prepare a corrected T&A using TC 17, Prefixes 21 or 22.

TC 17, Prefix 37, 1911 For Continuation Of Pay

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service
Description:	This TC is used to record the payment for the 1911 portion of the Continuation of Pay.

Entry Instructions:

Type **37** in the Pre field and **17** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears.

Type the dollar amount being reported.

Example 1: To record \$999.11, type **999** in the Week 1 Hrs field and **11** in the second and third positions of the Week 2 Hrs field.

Example 2: To record \$1,302.00, type **1302** in the Week 1 Hrs field and **00** in the second and third positions of the Week 2 Hrs field.

TC 17, Prefix 38, 1911 Hours - Intermittent

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service Intermittent employees
Description:	This TC is used to record the number of 1911 overtime hours worked by intermittent employees and used for reporting and tracking purposes only.

Entry Instructions:

Type **38** in the Pre field and **17** in the TC field.

Type the 1911 overtime hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 40, INS 1931 Act O/T - Air/Sea Weekdays

Descriptor	Not applicable with this TC
Applies To:	Immigration and Naturalization Service Full-time employees
Rate:	See Full-Time Employees and Part-Time And Intermittent Employees under Entry Instructions below.
Description:	This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on non-holiday workdays and Saturdays as authorized by the March 2, 1931 Act.

Entry Instructions:

Time is reported in increments of half days depending upon the number of hours worked. Night differential does not apply to this compensation.

Full-Time Employees

A full-time employee may work a maximum of 20 hours per day or 120 hours per week on Monday through Saturday.

Employees performing immigration inspections for at least one hour will receive compensation for more hours than actually worked at the base rate. Use the table below to report time worked:

Type **40** in the Pre field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week1 Hrs/Week 2 Hrs fields.

Hours Worked	Hours Reported
1.0* - 2.3	4.0
3.0 - 4.3	8.0
5.0 - 6.3	12.0
7.0 - 8.3	16.0
9.0 or more	20.0

Overtime hours greater than zero must be divisible by 4.

Inspectional duty overtime on holidays must be reported as 1931 Act overtime, rather than as holiday worked.

Part-time and Intermittent Employees

Part-time and intermittent employees cannot work 1931 Act overtime on non-holiday weekdays and Saturdays. Air/Sea overtime for Sunday and/or holidays may be recorded using TC 17, Prefix 43.

Time amounting to less than one hour spent on inspection duty is compensable under Title 5 overtime.

Exception: When duty and "roll-back" time equal one or more hours, even if the actual duty time is less than one, the pay is compensable under 1931 Act entitlement.

TC 17, Prefix 41, INS 1931 Act O/T - Land Border Weekdays

Descriptor	Not applicable with this TC
Applies To:	Immigration and Naturalization Service Full-time
Rate:	See TC 17, Prefix 40, 1931 Act Air/Sea Weekdays
Description:	This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on non-holiday weekdays and/or Saturdays as authorized by the March 2, 1931 Act.

Entry Instructions:

Type **41** in the Pre field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Recording 1931 Act O/T Land Border Weekdays is the same as recording 1931 Act Air/Sea Weekdays. See TC 17, Prefix 40, for instructions.

TC 17, Prefix 42, INS 1931 Act O/T Not Worked

Descriptor	Not applicable with this TC
Applies To:	Immigration and Naturalization Service
Description:	This TC is used to record time not worked for immigration officers and other eligible employees who perform inspections of steamships, trains, airplanes, and other vehicles as authorized by the March 2, 1931 Act. (This is the difference between entitlement hours and hours actually worked.)

Entry Instructions:

Type **42** in the Pre field and **17** in the TC field.

Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields, in increments of quarter hours. Enter inspection hours to be paid under TC 17, Prefix 40, 41, 43, and/or 44.

Record hours not worked in increments of quarter hours under TC 17, Prefix 42. The hours recorded under TC 17, Prefix 42, must be less than the total hours recorded under TC 17, Prefix 40, 41, 43, and 44.

TC 17, Prefix 43, INS 1931 Act O/T - Air/Sea Sunday/Holiday

Descriptor	Not applicable with this TC
Applies To:	Immigration and Naturalization Service
Description:	<p>This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of steamships and airplanes on Sundays and/or holidays, as authorized by the March 2, 1931 Act.</p> <p>Full-time Employees</p> <p>A full-time employee may be paid 16 to 36 hours per Sunday or holiday in increments of 4. Weekly hours cannot exceed 108.</p> <p>Part-time and Intermittent Employees</p> <p>A part-time or intermittent employee may be paid 16 hours per Sunday or holiday. For hours up to the first 8 hours of inspectional duty worked, 16 hours of entitlement are reported as 1931 Act overtime. After the first 8 hours worked, the time would be reported as Title 5 overtime (1945 Act). The weekly maximum hours is 48.</p>

TC 17, Prefix 43, INS 1931 Act O/T - Air/Sea Sunday/Holiday

	<p>Recording 1931 Act Overtime on a Holiday</p> <p>If an employee performs inspection duties on a holiday, enter these hours under the appropriate ship inspection TC. Record the hours to be paid. If an employee performs non-inspection duties on a holiday, enter those hours under TC 31 (Holiday Worked) if the holiday is included in the employee's tour of duty, or under TC 01, when appropriate, for part-time or intermittent employees.</p>
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Entry Instructions:

Type **43** in the Pre field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 44, INS 1931 Act O/T - Land Border Sun/Hol

Descriptor	Not applicable with this TC
Applies To:	Immigration and Naturalization Service
Description:	This TC is used to record overtime compensation for immigration officers and other eligible employees who perform inspections of trains and other vehicles on Sundays and/or holidays as authorized by the March 2, 1931 Act.

Entry Instructions:

Type **44** in the Pre field and **17** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

Recording 1931 Act land border on Sunday and holidays is the same as recording 1931 Air/Sea Sunday/Holiday. See TC 17, Prefix 43, for instructions. Weekly hours cannot exceed 108.

Note: TC 17, Prefixes 40, 41, 43, or 44 must reflect the number of hours to be paid. The system will compute the number of hours worked by subtracting the hours not worked (TC 17, Prefix 42) from the hours of payment.

TC 17, Prefix 45, Continuation of Pay

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate. Continuation of pay is excluded from the \$25,000 fiscal year cap limitation.
Description:	This TC is used to record hours of continuation of pay that a Customs Officer is entitled to compensation for lost overtime wages.

Entry Instructions:

Type **45** in the Pre field and **17** in the TC field. Type the appropriate amount of time on continuation of pay in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 46, Military or Court Leave

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate Military and court leave are excluded from the \$25,000 fiscal year cap limitation.

TC 17, Prefix 46, Military or Court Leave

Description:	This TC is used to record hours of military or court leave that a Customs Officer is entitled to compensation for lost overtime wages.
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Entry Instructions:

Type **46** in the Prefix field and **17** in the TC field. Type the appropriate amount of time on military or court leave in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 17, Prefix 50, Travel Reimbursements

Descriptor	Not applicable with this TC
Applies To:	Bureau of the Census Field Representatives (FR) U.S. Merit Systems Protection Board Farm Service Agency-County Offices Office of the Chief Financial Officer U.S. Office of Government Ethics
Description:	This TC is used to record consolidated travel reimbursement payment amounts. For payment purposes, travel reimbursements are not considered wages, are non-taxable, and are not subject to any deductions, collections, or garnishments. Travel reimbursements will not be reported on an employee's W-2.

Entry Instructions:

Type **50** in the Pre field and **17** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears.

Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter a travel reimbursement of \$5.50, enter **5 . 50** in the Enter Total Dollar Amount pop-up and then click **[OK]**.

Enter the remainder of the T&A in the usual manner.

In the detail area of the Biweekly T&A, the travel reimbursement will be reflected in the following format.

Five dollars will display in Week 1. The decimal point shifts one position to the left.

Fifty cents will display in Week 2. The decimal point shifts two positions to the right.

Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

Note: Special Employee Code 34 is used with TC 17, Prefix 50.

TC 17, Suffix 1, Sales Commissions

Descriptor	Not applicable with this TC
Applies To:	Smithsonian Institution

TC 17, Suffix 1, Sales Commissions

Description:	This TC is used to record special pay entitlements resulting from the sale of Smithsonian publications.
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Entry Instructions:

Type **17** in the TC field and **1** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter an amount of 99.99, type **99.99** in the enter total Dollar Amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the sales commission will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. the decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 17, Suffix 4, Incentive Pay

Descriptor	Not applicable with this TC
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Applies To:	Bureau of the Census Bureau of Public Debt
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Description:	This TC is used to record the monetary amount of special pay entitlements. Note: The amount reported cannot exceed \$300.00.
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Entry Instructions:

Type **17** in the TC field and **4** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter an incentive pay amount of \$99.99, type **99.99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the incentive pay will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Nine-nine cents will display in Week 2. the decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on an additional line.

TC 17, Suffix 5, Ship Inspection Overtime Pay

Descriptor	Not applicable with this TC
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Applies To:	Federal Communications Commission
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TC 17, Suffix 5, Ship Inspection Overtime Pay

Rate:	Hourly base rate plus 1/2 times base rate												
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Hours Worked</th> <th style="width: 50%;">Equivalent Overtime Hours</th> </tr> </thead> <tbody> <tr> <td>1 -2</td> <td>4</td> </tr> <tr> <td>2 1/4 - 4</td> <td>8</td> </tr> <tr> <td>4 1/4 - 6</td> <td>12</td> </tr> <tr> <td>6 1/4 - 8</td> <td>16</td> </tr> <tr> <td>8 1/4 or more</td> <td>20</td> </tr> </tbody> </table>	Hours Worked	Equivalent Overtime Hours	1 -2	4	2 1/4 - 4	8	4 1/4 - 6	12	6 1/4 - 8	16	8 1/4 or more	20
Hours Worked	Equivalent Overtime Hours												
1 -2	4												
2 1/4 - 4	8												
4 1/4 - 6	12												
6 1/4 - 8	16												
8 1/4 or more	20												
	<p>Monday through Saturday</p> <p>For each 2-hour increment, give the employee 4 hours pay (1/2 day). The employee must work at least 1 hour of overtime. Overtime pay must not exceed 20 hours (2 1/2 days). This is in addition to any regular compensation per day.</p> <p>Sunday and Holidays</p> <p>For each inspection requiring 1 through 8 hours of overtime, the employee is entitled to 16 hours of overtime pay (2 days). The employee must work at least 1 hour of overtime. Overtime pay must not exceed 36 hours per day (4 1/2 days). For each inspection requiring over 8 hours of overtime, hours of pay will be calculated based on 2-hour increments. Use the chart shown above for detailed calculations.</p>												
Description:	<p>This TC is used to record overtime hours for ship inspection.</p> <p>Note: It is used to report overtime pay only, not actual hours worked.</p>												

Entry Instructions:

Type **17** in the TC field and **5** in the Suf field. Calculate the overtime hours as described and type in the Week 1 Hrs/Week 2 Hrs fields. Calculate overtime as described above.

TC 17, Suffix 6, Services/Payment

Descriptor	Not applicable with this TC
Applies To:	Senate Restaurants
Description:	This TC is used to record the monetary amount an employee is to receive in gratuity for services rendered. At the time the service was rendered, no cash was transferred from the customer to the employee (e.g., credit card purchase, etc.). Payment will be made to the employee from this entry, and the amount entered will be reported on the employee's W-2.

Entry Instructions:

Type **17** in the TC field and **6** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter a gratuity in the amount of \$99.99, type **99.99** in the Enter Total Dollar amount pop-up and then click OK.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 17, Suffix 7, Tips-Cash Received

Descriptor	Not applicable with this TC
Applies To:	Senate Restaurants National Oceanic and Atmospheric Administration
Description:	This TC is used to record the monetary amount an employee has received in tips which is to be reported for tax purposes. The employee was given the monies at the time that the service was rendered. These tips are reported as income on the W-2. Note: Tips cannot be reported in the last pay period paid in the calendar year. They may be entered, however, on corrected T&As processed for prior pay periods which are submitted in the last pay period paid in the calendar year.

Entry Instructions:

Type **17** in the TC field and **7** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter tips in the amount of \$99.99, type **99.99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 17, Suffix 8, Chauffeur Driven Auto

Descriptor	Not applicable with this TC
Applies To:	All employees
Rate:	

TC 17, Suffix 8, Chauffeur Driven Auto

Description:	<p>This TC is used to record the value of chauffeur-driven vehicle usage, in dollars and cents.</p> <p>The value of chauffeur-driven vehicle usage to be reported is based on the following calculations:</p> <ul style="list-style-type: none"> (1) the percentage of miles driven for commuting purposes multiplied by the annual value of the vehicle, (2) the fuel cost of \$0.55 multiplied by the number of miles driven, and (3) the value of the chauffeur services provided. Timekeepers should follow agency guidelines to obtain the amount to be reported. <p>The amount must be reported by the last pay period of the tax year. Otherwise, agencies must</p> <ul style="list-style-type: none"> (1) submit the data on Form AD-343, Payroll Action Request, and (2) contact the National Finance Center. A delay in reporting will result in the issuance of an incorrect W-2. <p>This information must be reported for separated employees at the time of separation.</p>
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Entry Instructions:

Type **17** in the TC field and **8** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter chauffeur-driven vehicle usage in the amount of \$99.99, type **99.99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 17, Suffix 9, Parking

Descriptor	Not applicable with this TC
Applies To:	All employees who receive qualified parking benefits

TC 17, Suffix 9, Parking

Description:	<p>This TC is used to record the monetary amount in excess of \$190 per month for which an employee is being reimbursed by the agency for parking fees or receives free parking valued in excess of \$190. This fringe benefit is taxable and will be reported on the employee's W-2. Parking fees may be recorded biweekly, monthly, quarterly, semiannually, or annually, but must be reported by the end of the tax year (usually Pay Period 24).</p> <p>Timekeepers should follow agency reporting guidelines. Report this information for separated employees at the time of separation.</p> <p>Record parking fees on the T&A by the last pay period of the tax year. Otherwise,</p> <p>(1) submit the data on Form AD-343, Payroll Action Request, and</p> <p>(2) contact NFC, Payroll/Personnel Operations Section.</p> <p>A delay in reporting will result in the issuance of an incorrect W-2. The W-2 will be adjusted to include the parking fees once Form AD-343 is processed.</p>
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Entry Instructions:

Type **17** in the TC field and **9** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter parking benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 18, Overtime Grain Appeal

Descriptor	01, 02, 03
Applies To:	All Federal Grain Inspection Service Employees, except Senior Executives
Rate:	One and one-half times base rate. The biweekly limitation of the gross pay for the top step of Grade GS-15 does not apply to this pay.
Description:	This TC is used to record overtime hours spent performing grain appeal inspections.

Entry Instructions:

Type **18** in the TC field and the number of hours worked in excess of the basic workweek for grain appeal inspections in the applicable Week 1 Hrs/Week 2 Hrs fields.

If the grain appeal inspection occurs during the night differential period (6:00 p.m. and 6:00 a.m.), use a TC applicable to night differential for overtime (or compensatory time).

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 19, Overtime Over 8

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees Intermittent employees Youth Opportunity Campaign Program employees
Rate:	<p>For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5.</p> <p>For employees with rates of basic pay greater than basic pay for GS-10, step 1, the overtime rate is the greater of (1) the hourly rate of basic pay for GS10, step 1, multiplied by 1.5, or (2) the employee's hourly rate of basic pay.</p> <p>These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime.</p> <p>Retirement and thrift savings plan deductions are always computed at the employee's current base pay even though the over 8 hours are paid at an overtime rate.</p> <p>If the hours of work are performed in excess of 8 hours on any one day to complete the 40-hour basic workweek, the retirement and thrift savings plan deductions are still computed at the employee's base rate of pay.</p> <p>For employees who fill in nonpay status with TC 19, retirement and thrift savings plan deductions are computed at the current base pay.</p>
Description:	<p>This TC is used to record work performed in excess of 8 hours on any 1 day within the 40-hour basic workweek.</p> <p>Full-time GS and FWS Employees</p> <p>If the employee is on LWOP during the basic workweek and performs work in excess of 8 hours in any 1 day to fill-in or complete his/her 40-hour workweek, record the first 8 hours using the base pay transaction code (01, 04, 05, etc.) and the hours over 8 using TC 19. (For AWS employees, TC 19 would be reported for hours above the daily tour or 8, whichever is greater based on 80 hours per pay period.)</p> <p>Part-time/Intermittent GS and FWS Employees</p> <p>Use TC 19 to record the hours worked in excess of 8 hours in any 1 day.</p> <p>Call-Back Time</p> <p>A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record the call-back time over 8 but within 40 hours using TC 19. If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 19.</p> <p>Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed.</p>
Entry Instructions:	
<p>Type 19 in the TC field and the number of hours worked in excess of 8 hours on any 1 day to complete the 40-hour basic workweek in the applicable Week 1 Hrs/Week 2 Hrs fields.</p> <p>TC 01 should be used to record base hours.</p> <p>Note: The total hours recorded using TC 01 (up to 8 hours per day) and TC 19 (over 8 hours per day) cannot exceed 40 hours per week.</p> <p>If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.</p>	

TC 19, Prefix 01, Overtime Over 8 for Protective Services

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	(1) For an employee exempt from FLSA, one and one-half times base hourly rate not to exceed the base rate for GS10/Step 1 (2) For an employee nonexempt from FLSA, the applicable FLSA overtime rate
Description:	This TC is used to record work for protective services duty performed in excess of 8 hours in any 1 day within the 40-hour basic workweek.

Entry Instructions:

Type **01** in the Pre field and **19** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 19, Prefix 97, Overtime-Scuba Diving 175%

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate
Description:	This TC is used to record overtime over 8 hours in a day actually spent in the water while engaged in diving operation performed outside the regular tour of duty.

Entry Instructions:

Type **97** in the Pre field and **19** in the TC field.

Type the number of hours (minimum 1 hour) outside the regular tour of duty used in a diving operation in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Overtime-Premium Rate

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	All employees Exception: Senior Executives

TC 21, Overtime-Premium Rate

Rate:	<p>For an employee exempt from FLSA with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime rate is the employee's hourly rate of basic pay multiplied by 1.5.</p> <p>For employees with rates of basic pay greater than basic pay for GS-10, step 1, the overtime rate is the greater of (1) the hourly rate of basic pay for GS10, step 1, multiplied by 1.5, or (2) the employee's hourly rate of basic pay.</p> <p>These hourly overtime pay limitations do not apply to prevailing rate (wage) employees or to FLSA overtime.</p> <p>Note: National Civilian Community Corps employees are paid at a base rate. Do not use TC 21 to record hours worked in excess of the basic workweek if: The overtime worked is used to fill-in the basic workweek. (The employee was in nonpay status.)</p> <p>The employee is to receive compensatory time off in lieu of overtime pay</p> <p>Call-Back Time</p> <p>A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record all of the call-back time using TC 21. If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 21.</p> <p>Record the balance of the 2 hours for which no work was performed using TC 30, Overtime Call Back No Work Performed.</p> <p>Law Enforcement Officer Employees</p> <p>Overtime pay for FLSA exempt law enforcement officers who are paid more than GS-10, Step 1, is either paid at one and one-half times GS-10, Step 1, or the base rate of pay, whichever is greater. Any overtime earned after January 1, 1991, is calculated using an interim geographic adjustment or locality comparability adjustment.</p>
Description:	<p>This TC is used to record overtime hours performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 hours per pay period.</p>

Entry Instructions:

Type **21** in the TC field and the number of overtime hours worked outside the basic workweek in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 01, Overtime-Premium Rate for Protective Services

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	<p>Department of Treasury Secret Service</p> <p>U.S. Customs Service</p> <p>Bureau of Alcohol, Tobacco, and Firearms</p> <p>Internal Revenue Service</p>
Rate:	One and one-half times base rate or FLSA rate

TC 21, Prefix 01, Overtime-Premium Rate for Protective Services

Description:	This TC is used to record overtime hours for protective services duty performed outside the basic 40-hour workweek. For AWS Code 5 or 8, record the hours over 80 per pay period.
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Entry Instructions:

Type **01** in the Pre field and **21** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 11, Forest Service Emergency Fire Suppression

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Forest Service
Rate:	One and one-half times the hourly rate of basic pay
Description:	This TC is used to record overtime hours performed outside the basic 40-hour workweek for those employees assigned to emergency fire suppression duty.

Entry Instructions:

Type **11** in the Pre field and **21** in the TC field.

Type the number of overtime hours worked in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TD field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 20, Overtime Paid At Double Rate

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate Note: Basic pay includes locality pay and excludes premium/differential pay.
Description:	This TC is used to record overtime hours worked by Customs Officers that are calculated at two times the basic hourly rate. Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **20** in the Pre field and **21** in the TC field.

Type the appropriate number of hours to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 22, Call Back OT Double Rate

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Two times the basic hourly rate

TC 21, Prefix 22, Call Back OT Double Rate

Description:	<p>This TC is used to record hours worked (minimum of 2) for which compensation is authorized and for which a Customs Officer is required to return to his/her place of work. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>Work must begin at least 1 hour after the end of any previous regularly scheduled tour of duty and end at least 1 hour before the beginning of the following regularly scheduled tour of duty. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by Customs Officers Pay Reform.</p> <p>Employees entitled to customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.</p>
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Entry Instructions:

Type **22** in the Pre field and **21** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 30, Commute OT Triple Rate

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Three times the basic hourly rate
Description:	<p>This TC is used to record the amount of time a Customs Officer is entitled to be paid as compensation for commuting time. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by Customs Officers Pay Reform.</p> <p>Work must begin within 16 hours of the last regularly scheduled work assignment and more than 2 hours before the next regularly scheduled work assignment.</p> <p>Employees entitled to Customs Officers Pay Reform are only entitled to TC 21 with an appropriate entry in the Prefix field.</p>

Entry Instructions:

Type **30** in the Pre field and **21** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 21, Prefix 97, Overtime-Scuba Diving 175%

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	FWS employees
Rate:	175% of environmental differential rate

TC 21, Prefix 97, Overtime-Scuba Diving 175%

Description:	This TC is used to record overtime hours actually spent in the water while engaged in diving operation performed outside the regular tour of duty.
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Entry Instructions:

Type **97** in the Pre field and **21** in the TC field.
Type the number of hours (minimum 1 hour) in the applicable Week 1 Hrs/Week 2 Hrs fields.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 22, Overtime Double for Sunday Work

Descriptor	02, 04
Applies To:	All Animal and Plant Health Inspection Service Employees except Senior Executives
Rate:	Two times the hourly base rate

Description:	<p>This TC is used to record overtime hours worked to perform inspection and quarantine services on Sunday. The biweekly limitation of the gross pay for the top step of Grade GS-15 does not apply to this pay.</p> <p>Night Differential The employee is also entitled to night differential payment for all hours of work performed between 6:00 p.m. and 6:00 a.m. Record the hours that fall within the night differential period using TC 13. See TC 13 instructions.</p> <p>Travel Record the hours allowed for commuted travel for Sunday work using TC 23. Travel hours are payable at the regular overtime rate and are subject to the maximum overtime rate restriction of GS-10 Step 1.</p> <p>Note: TC 22 should only be used if the employee's regularly scheduled tour of duty does not include Sunday work and if the work performed is overtime.</p>
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Entry Instructions:

Type **22** in the TC field and the number of hours of work performed on Sunday for inspection, quarantine, and auxiliary services for United States imports and exports in the applicable Week 1 Hrs/Week 2 Hrs fields.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 23, Overtime Travel Under FLSA

Descriptor	01, 04
Applies To:	Nonexempt FLSA employees Exception: Employees entitled to Customs Officers Pay Reform
Rate:	FLSA overtime

TC 23, Overtime Travel Under FLSA

Description:	This TC is used to record hours of travel away from the official duty station outside the tour of duty for which an employee is entitled to compensation under FLSA. Note: Hours of travel which occur during the basic workweek must be reported using TC 01. Forty hours of regular time (including leave) must be recorded before TC 23 can be used.
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Entry Instructions:

Type **23** in the TC field and the number of overtime hours worked outside the basic workweek in the applicable Week 1 Hrs/ Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 24, Overtime Travel Under Title 5

Descriptor	01, 04
Applies To:	All employees Exception: Wage Marine Employees and Senior Executives
Rate:	One and one-half times base rate
Description:	This TC is used to record hours of travel for purposes which are compensable under Title 5 and FLSA. See 5 CFR 550.112(g) and FPM Letter 551-24 for detailed information.

Entry Instructions:

Type **24** in the TC field and the number of hours of travel which are performed outside the regular working hours on a workday or nonworkday in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 25, Overtime Over 40 With Night Differential

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees Exception: Employees entitled to Customs Officers Pay Reform
Rate:	Hourly overtime rate plus 10 percent base rate for night differential

TC 25, Overtime Over 40 With Night Differential

Description:	<p>This TC is used to record hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period.</p> <p>For AWS Code 5 or 8, record hours of work over 80 hours per pay period. Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek.</p> <p>Exception 1: Night differential in addition to overtime payment for employees performing grain appeal inspections may be paid only if the overtime is worked during the hours of services established at the point of inspection. Overtime work on grain appeal performed outside the established hours must be reported using TC 18, Overtime Grain Appeal.</p> <p>Exception 2: Employees, whether full-time, part-time, or intermittent, engaged in meat and poultry inspection work are entitled to night differential for all regular and occasional overtime performed between 6:00 p.m. and 6:00 a.m.</p>
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Entry Instructions:

Type **25** in the TC field and the number of regularly scheduled overtime hours worked that fall between the hours of 6:00 p.m. and 6:00 a.m. in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 25, Prefix 01, Overtime Over 40 With Night Differential for Protective Services

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	<p>Department of Treasury Secret Service U.S. Customs Officers Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service</p>
Rate:	Hourly overtime rate plus 10 percent base rate for night differential
Description:	<p>This TC is used to record hours of regularly scheduled work for protective services duty performed outside the basic 40-hour workweek during the night differential period.</p> <p>For AWS Code 5 or 8, record hours of work over 80 hours per pay period.</p>

Entry Instructions:

Type **01** in the Pre field and **25** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 26, Overtime Over 8 With Night Differential

Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	<p>Full-time/Part-time GS employees Youth Opportunity Campaign Program employees Exception: Employees entitled to Customs Officers Pay Reform</p>
Rate:	Hourly overtime rate plus 10 percent base rate for night differential

TC 26, Overtime Over 8 With Night Differential

Description:	<p>This TC is used to record regularly scheduled work performed during the night differential period in excess of 8 hours on any 1 day within the 40 hour basic workweek.</p> <p>For eligible employees, retirement and thrift savings plan deductions are computed on the employee's current base pay for the hours reported using TC 26 even though the hours are paid at the overtime rate.</p> <p>For employees who fill in nonpay status with TC 26, retirement and thrift savings plan deductions are computed at the base rate of pay.</p> <p>Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek and must be scheduled to recur on successive days or after specified intervals.</p> <p>Employees engaged in meat and poultry inspection work are entitled to night differential for all overtime work performed between 6:00 p.m. and 6:00 a.m., whether or not it was scheduled as part of the regularly scheduled workweek.</p> <p>Full-time GS Employees</p> <p>If the employee was on LWOP during the basic workweek and performed work during the night differential period in excess of 8 hours in any 1 day to fill-in or complete the basic workweek, record the hours over 8 using TC 26. Record any regularly scheduled hours worked in excess of 40 hours in the workweek during the night differential period. If not regularly scheduled, the time should be recorded using TC 21 or TC 25.</p> <p>Part-Time GS Employees</p> <p>Use TC 26 to record the hours worked in excess of 8 hours in any 1 duty day if the hours of work are within the night differential period.</p>
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Entry Instructions:

For base hours, type **01** in the TC field and the applicable hours in the Week 1 Hrs/Week 2 Hrs fields.

For the overtime over 8 with night differential hours, type **26** in the TC field and the number of hours in the applicable Week 1 Hrs/ Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: The hours for TC 26 cannot exceed the hours for TC 01. The total hours recorded using TC 11 (up to 8 hours per day) and TC 26 (over 8 hours per day) cannot exceed 40 hours per week.

TC 27, Overtime Plus 10% of Overtime Rate

Descriptor	Not applicable with this TC
Applies To:	Full-time/Part-time Wage Marine Engineer Officers
Rate:	Hourly rate for overtime plus 10 percent. Multiply the overtime rate by 1.1 and round to the nearest cent. No other premium compensation is payable.
Description:	This TC is used to record entitlement to overtime pay for dirty work for Engineer Officers (Occupational Series 9931, 9932, 9933, and 9934).

Entry Instructions:

Type **27** in the TC field and the number of overtime hours performed for dirty work in the applicable Week 1 Hrs/ Week 2 Hrs fields.

TC 29, Credit Hours Worked	
Descriptor	01, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees (excluding SES employees) FWS employees
Description:	<p>This TC is used to record hours worked in excess of the basic work requirement, approved by the employee's agency, at the option of the employee in order to vary the length of the workday or workweek under certain alternative work schedules.</p> <p>The excess hours worked are not considered overtime hours.</p> <p>In order for an employee to be eligible to earn credit hours, AWS field must be coded 7 or 8. If the AWS field is not coded 7 or 8, the employee will not be allowed to earn credit hours. The hours recorded under TC 29 will automatically be disallowed, but the T&A will not reject.</p> <p>If applicable, enter the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.</p> <p>A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next.</p> <p>Note: General Accounting Office employees may accumulate a maximum of 10 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited on a pro-rata basis and may carry over an amount equal to 1/4 of the biweekly work requirement. For example, a part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours (1/4 x 40 = 10).</p> <p>If the database balance plus any credit hours earned but not used during the current pay period reflect a balance of more than 24 hours of credit hours earned, the hours in excess of 24 will not automatically be disallowed and the T&A will not reject.</p> <p>See TC 50, Credit Hours, for recording hours of paid absence that are to be charged to the employee's credit hours account.</p>

Entry Instructions:
Type **29** in the TC field and the credit hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 30, Overtime Call Back No Work Performed	
Descriptor	01, 02, 03, 11, 12, 13
Applies To:	All Employees Exception: Wage Marine Employees and Senior Executives
Rate:	One and one-half times base rate

TC 30, Overtime Call Back No Work Performed

Description:	<p>This TC is used to record the number of hours of premium pay entitlement for employees called back to their place of employment when no work was performed.</p> <p>An employee is entitled to a minimum of 2 hours of premium pay. If the employee performs 2 or more hours of work, all of the call-back time should be recorded using the appropriate overtime transaction code. If the employee performs less than 2 hours of work, the call-back time for which work was performed is recorded, in 15 minute increments, should be recorded using the appropriate overtime transaction code.</p> <p>If applicable, enter the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.</p>
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Entry Instructions:

Type **30** in the TC field and the balance of the 2 hours for which no work was performed in the Week 1 Hrs/Week 2 Hrs fields.

TC 31, Holiday Worked

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-time/Part-time FWS employees</p> <p>Summer Employment Program for Youth (over 90 days)</p>
Rate:	Base rate of pay

TC 31, Holiday Worked

Description:	<p>This TC is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.</p> <p>If the employee is not entitled to premium pay, TC 01 should be used to record the hours worked on a holiday. If the employee is on an alternate work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using TC 31.</p> <p>If 2 holidays occur in a single pay period, the time recorded using TC 31 can exceed 8 hours. In addition to recording the holiday hours worked, record the employee's regularly scheduled duty hours for the day designated as a holiday using TC 66, Other Leave.</p> <p>If an employee works on a day designated as a holiday outside of the regularly scheduled tour of duty, the appropriate overtime transaction code should be used. If the employee was scheduled to work on a holiday but is called for military duty or an injury occurs, TC 31 with one of the following transaction codes should be used:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr> <td>65</td> <td>Regular Military Leave</td> </tr> <tr> <td>67</td> <td>Injury Leave</td> </tr> <tr> <td>68</td> <td>Emergency Military Leave</td> </tr> </tbody> </table> <p>Full-time GS and FWS Employees</p> <p>Full-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to base pay and, if applicable, night or shift differentials for a nonworked holiday which occurs within the regularly scheduled basic workweek. If a holiday does not fall on the employee's regularly scheduled workday, the workday which is considered to be the holiday will depend upon the employee's schedule and the actual day of the holiday. The designated holiday is set forth by the Office of Personnel Management, Departmental, and agency regulations.</p> <p>Full-time Employees With an Alternate Work Schedule</p> <p>Full-time employees on an alternate work schedule who perform nonovertime work on a holiday (or a day designated as the holiday) are entitled to base pay plus premium pay equal to base pay for the hours worked on the holiday. The holiday hours worked cannot exceed 9 hours or 10 hours depending upon the employee's alternate work schedule.</p> <p>Part-time GS and FWS Employees</p> <p>Part-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to be excused or to receive premium pay only if the holiday falls within the scheduled tour of duty.</p> <p>Intermittent Employees and Employees With an Appointment Limitation of Less Than 90 Days</p> <p>Intermittent employees and employees with an appointment limitation of less than 90 days are not entitled to premium holiday pay. These employees receive the basic rate of compensation for the hours worked on a holiday. The 90 day requirement does not apply to employees compensated on an annual or monthly basis.</p> <p>Exception: If the employee has been employed for a continuous period of 90 days or more, under one or more appointments, without a break in service, he/she is entitled to pay for a nonworked holiday plus premium pay for the holiday hours worked.</p>	Code	Name	65	Regular Military Leave	67	Injury Leave	68	Emergency Military Leave
Code	Name								
65	Regular Military Leave								
67	Injury Leave								
68	Emergency Military Leave								

TC 31, Holiday Worked

Entry Instructions:

Type **31** in the TC field and record the number of hours (minimum 2; maximum 16) the employee worked on a day designated as a holiday in the applicable Week 1 Hrs/Week 2 Hrs fields only if the employee is entitled to premium holiday pay.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: For FWS employees, enter Suffix 1, 2, 3, or 4 when using TC 31 to record premium pay for holiday hours worked.

TC 31, Prefix 01, Holiday Worked for Protective Services

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	Base rate of pay
Description:	This TC is used to record the hours of work for protective services duty performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.

Entry Instructions:

Type **01** in the Pre field and **31** in the TC field.

Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 31, Prefix 10, Holiday Pay Regular Rate

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Basic hourly rate for the hours worked on a holiday

TC 31, Prefix 10, Holiday Pay Regular Rate

Description:	<p>This TC is used to record the hours of any regularly scheduled work performed on a holiday, including those holidays declared by Executive Order.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 within a single fiscal year, as authorized by Customs Officers Pay Reform.</p> <p>Note: Customs officers do not have the same entitlement to a 2-hour minimum, as is applicable to other employees.</p>
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Entry Instructions:

Type **10** in the Pre field and **1** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

Note: Employees entitled to Customs Officers Pay Reform are only entitled to the TC 31 with an appropriate entry in the Prefix field.

TC 31, Prefix 97, Holiday-Scuba Diving 175%

Descriptor	Not applicable for this TC.
Applies To:	FWS employees
Rate:	175% of environmental differential rate
Description:	This TC is used to record time actually spent in the water while engaged in diving operation performed on a holiday.

Entry Instructions:

Type **97** in the Pre field and **31** in the TC field.

Type the number of hours (minimum 1 hour) worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 32, Compensatory Time Worked

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-Time/Part-Time FWS employees</p> <p>Exception: Employees entitled to Customs officers Pay Reform</p>
Rate:	Time off from the scheduled basic workweek on an hour for hour basis, or, monetary payment at the overtime rate in effect for the work period in which it was earned if the compensatory time is not taken within the established timeframe.

TC 32, Compensatory Time Worked

Description:	<p>This TC is used to record the hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay.</p> <p>Regulations governing the earning of overtime pay also apply to earning compensatory time.</p> <p>Compensatory time must be worked outside the employee's regularly scheduled tour of duty. The amount of time off must not exceed the time spent performing irregular or occasional overtime work.</p> <p>Compensatory time may be earned to repay time off for religious observance. See TC 32, Prefix 77, for detailed instructions.</p> <p>Record the codes for the financial projects, activities, and locations benefitting from the compensatory time worked in the Remarks section.</p> <p>Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your agency policy regarding compensatory time payments/liquidation.</p> <p>Note: Regular compensatory time worked is the first category of premium pay that is cut back if the base pay plus premium pay exceeds the gross biweekly limitation. The personnel office can verify compensatory time balances by accessing IRIS Program IR139.</p> <p>FWS Employees</p> <p>To record the hours of compensatory time earned on the T&A, TC 32 must be used with suffixes 1, 2, or 3. These suffixes allow the earned compensatory time to be recorded at the prevailing rate of each shift.</p> <p>Payment For Compensatory Time</p> <p>The employee is paid for compensatory time when leaving the rolls or at the time designated by the agency. The employee is paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.</p> <p>When the employee must be paid for compensatory time, you must report through the channels of your organization, as appropriate, the employee's name, social security number, T&A contact point code, and the number of hours to be paid. This should be done during the last pay period being reported for an employee leaving the organization or at the time designated by the agency.</p> <p>The personnel office must process Form AD-581, Lump Sum Leave or Compensatory Time Payments, for payment of compensatory leave. Reduce the hours paid from the compensatory leave balance in STAR 4.0 for interim payments of compensatory time. Enter <i>To Be Paid For (Number) Comp Hours</i>, in the Remarks section.</p>
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Entry Instructions:

Type **32** in the TC field and the number of overtime hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type TC **12** (in addition to TC 32) to record overtime worked during the night differential period that is subject to night differential.

Compensatory time may be accrued by FLSA exempt employees only to the extent that the aggregate compensation (gross pay) for the biweekly pay period does not exceed the gross biweekly pay for the top pay of Grade GS-15. The hours earned and the base or premium rate of pay applicable to those hours are maintained in the employee's database.

For FWS employees, type **1, 2, or 3** in the Suffix field.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 32, Prefix 77, Compensatory Time Worked Religious

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	Full-time/Part-time GS employees
Description:	<p>This TC is used to record the hours of irregular or occasional overtime work which the employee performs or accumulates to repay or accrue time used for religious observance.</p> <p>Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted (see TC 60) should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken or by the date established by the agency. The agency may extend the time allowed to repay the advanced time off.</p> <p>Supervisors should review T&As to assure repayment is made either by the end of the leave year or by the date established by the agency. The Compensatory Time for Religious Observance Report is generated for supervisors to monitor outstanding compensatory time balances to ensure that repayment is made in accordance with agency policy.</p> <p>If an employee separates and maintains a positive balance of compensatory time worked for religious purposes, the compensatory time is paid at the basic rate of pay.</p> <p>Compensatory time for religious observance is not subject to the premium pay provisions of Title 5 and FLSA.</p> <p>Caution: Only TC 32, with Prefix 77, will reduce outstanding balances for compensatory time used for religious observance. Do not use TC 32 without the prefix to repay hours recorded against TC 60.</p>

Entry Instructions:

Type **77** in the Pre field and **32** in the TC field.

Enter the number of compensatory hours worked for religious observance in the applicable Week 1 Hrs/Week 2 Hrs fields to offset time off for religious observance.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 32, Suffix 5, Comp Time Worked at Base Rate

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Capitol Police
Rate:	Base rate of pay
Description:	<p>This TC is used to record the hours of irregular or occasional overtime worked for which the employee has elected to take time off in lieu of receiving additional duty pay at the base rate.</p> <p>Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.</p>

Entry Instructions:

Type **32** in the TC field and **5** in the Suf field.

Type the number of applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 32, Suffix 6, Comp Time Worked on Holiday

Descriptor	01, 02, 03, 04, 11, 12, 13, 14, 15, 16
Applies To:	U.S. Capitol Police

TC 32, Suffix 6, Comp Time Worked on Holiday

Description:	This TC is used to record the hours of overtime worked on a holiday for which the employee has elected to take time off in lieu of receiving holiday pay. Note: When these hours are used, they should be recorded on the employee's T&A with TC 64, Compensatory Leave.
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Entry Instructions:

Type **32** in the TC field and **6** in the Suf field.
Type the number of applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 33, Overtime Call Back No Work on Sunday

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	All employees
Rate:	Two times base rate
Description:	This TC is used to record a minimum of 2 hours of premium pay entitlement for employees called back to perform animal inspection and plant quarantine services on Sunday when no work was performed. If the employee performs 2 or more hours of work, record all of the time using TC 22 (plant quarantine and animal health import/export inspectors only). If the employee performs less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 22. Record the balance of the 2 hours for which no work was performed using TC 33.

Entry Instructions:

Type **33** in the TC field and the number of Sunday call back hours worked in the applicable Week 1 Hrs/Week 2 Hrs fields.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Union/Contract Negotiation

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	Hourly base rate of pay

TC 35, Union/Contract Negotiation

Description:	<p>This TC is used to record union contract related activities occurring during the employee's normal work schedule.</p> <p>Listed below are the activities applicable to TC 35:</p> <ul style="list-style-type: none"> Negotiation and renegotiation of collective bargaining agreements A contract reopener clause Negotiation meetings with the Federal Mediation and Conciliation Service (FMCS) and the Federal Service Impasses Panel (FSIP) <p>See TCs 36, 37, and 38 for additional TCs used to record authorized, official time used for participation in union related functions not listed above.</p>
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Entry Instructions:

Type **35** in the TC field and the number of hours the employee participates in or is a witness for a union related, representational function in the applicable Week 1 Hrs/Week 2 Hrs fields. For additional pay entitlement, use the appropriate suffix with TC 35.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Prefix 05, Union/Contract Neg. (Negotiations) (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and 12:00 midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **35** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Prefix 10, Union/Contract Neg. (Negotiations) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 35, Prefix 10, Union/Contract Neg. (Negotiations) (@ 20%)

Description:	<p>This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **35** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Prefix 15, Union/Contract Neg. (Negotiations) (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours union contract related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **35** in the TC field.

Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Prefix 20, Union/Contract Neg. (Negotiations) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 35, Prefix 20, Union/Contract Neg. (Negotiations) (@ 20%)

Description:	<p>This TC is used to record hours of union contract related activities (in 15-minute increments) occurring during the employee's tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **20** in the Pre field and **35** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 35, Prefix 50, Union/Contract Neg. (Negotiations)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record hours of union contract related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **35** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/ Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Union/Midterm Negotiation

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-time/Part-time FWS employees</p>
Rate:	Hourly base rate of pay

TC 36, Union/Midterm Negotiation

Description:	This TC is used to record union midterm related activities occurring during the employee's normal work schedule. TC 36 should not be used for the following union related activities: Negotiation and renegotiation of collective bargaining agreements A contract reopener clause Negotiation meetings with FMCS and FSIP See TC's 35, 37, and 38 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.
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Entry Instructions:

Type **36** in the TC field and the number of hours the employee participates in union related, representational functions in the applicable Week 1 Hrs/Week 2 Hrs fields.
For additional pay entitlement, use the appropriate suffix with TC 36.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Prefix 05, Union/Midterm Negotiations (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **05** in the Pre field and **36** in the TC field.
Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.
If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Prefix 10, Union/Midterm (Negotiations) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 36, Prefix 10, Union/Midterm (Negotiations) (@ 20%)

Description:	<p>This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **36** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Prefix 15, Union/Midterm Neg. (Negotiations) (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of regular hourly rate
Description:	<p>This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **36** in the TC field.

Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Prefix 20, Union/Midterm Neg. (Negotiations) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 36, Prefix 20, Union/Midterm Neg. (Negotiations) (@ 20%)

Description:	<p>This TC is used to record hours of union midterm related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **20** in the Pre field and **36** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 36, Prefix 50, Union/Midterm Neg. (Negotiations)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record hours of union midterm related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **36** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Union/Ongoing LMR Act

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-time/Part-time FWS employees</p>
Rate:	Hourly base rate of pay

TC 37, Union/Ongoing LMR Act

Description:	<p>This TC is used to record union ongoing Labor Management Relations (LMR) related activities occurring during the employee's normal work schedule.</p> <p>Listed below are the activities applicable to TC 37:</p> <ul style="list-style-type: none"> Labor-Management Committees Consultations OSHA Inspections Labor relations training for union representatives Formal and Weingarten-type meetings <p>See TC's 35, 36, and 38 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.</p>
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Entry Instructions:

Type **37** in the TC field and the number of hours the employee participates in or is witness for a union related representational function in the applicable Week 1 Hrs/Week 2 Hrs fields.

For additional pay entitlement, use the appropriate suffix with TC 37. If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Prefix 05, Union/Ongoing LMR Activity (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **37** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, Type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Prefix 10, Union/Ongoing LMR Activity (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 37, Prefix 10, Union/Ongoing LMR Activity (@ 20%)

Description:	<p>This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **37** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Prefix 15, Union/Ongoing LMR Activity (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **37** in the TC field.

Type the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Prefix 20, Union/Ongoing LMR Activity (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 37, Prefix 20, Union/Ongoing LMR Activity (@ 20%)

Description:	<p>This TC is used to record hours of ongoing union labor management related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **20** in the Pre field and **37** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 37, Prefix 50, Union/Ongoing LMR Activity

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record hours of union ongoing labor management related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **37** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Union/Grievance/Appeal Representation

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-time/Part-time FWS employees</p>
Rate:	Hourly base rate of pay

TC 38, Union/Grievance/Appeal Representation

Description:	<p>This TC is used to record union grievance and appeal related activities occurring during the employee's normal work schedule.</p> <p>Listed below are the activities applicable to TC 38:</p> <ul style="list-style-type: none"> Grievances Arbitrations Adverse Actions EEO Complaints Other complaints and appellate processes <p>See TC's 35, 36, and 37 for additional TCs used to record authorized, official time the employee participated in other union related representational functions.</p>
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Entry Instructions:

Type **38** in the TC field and the number of hours the employee participates in or is a witness for a union related representational function in the applicable Week 1 Hrs/Week 2 Hrs fields.

For additional pay entitlement, use the appropriate suffix with TC 38.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Prefix 05, Union/Grievances/Appeals Rep. (Representation) (@15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **38** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Prefix 10, Union/Grievances/Appeals Rep. (Representation) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 38, Prefix 10, Union/Grievances/Appeals Rep. (Representation) (@ 20%)

Description:	<p>This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **38** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Prefix 15, Union/Grievances/Appeals Rep.(Representation) (@ 15%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **38** in the TC field.

Enter the appropriate amount of time in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Prefix 20, Union/Grievances/Appeals Rep. (Representation) (@ 20%)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 38, Prefix 20, Union/Grievances/Appeals Rep. (Representation) (@ 20%)

Description:	<p>This TC is used to record hours of union grievances and appeals related activities (in 15-minute increments) occurring during the employee's regular tour of duty, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **20** in the Pre field and **38** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 38, Prefix 50, Union/Grievances/Appeals Rep. (Representation)

Descriptor	01, 02, 03, 11, 12, 13
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record hours of union grievance and appeals related activities occurring on a regularly scheduled nonovertime Sunday that is not a holiday that is applicable for Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation, otherwise the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **38** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 01 for definitions of applicable codes.

TC 39, Shore Leave Earned

Descriptor	Not applicable with this TC
Applies To:	<p>Department of Commerce</p> <p>GS employees</p> <p>FWS employees</p> <p>Exception: Intermittent Employees and Temporary Employees With An Appointment Limitation of Less Than 90 Days</p>

TC 39, Shore Leave Earned

Description:	<p>This TC is used to record hours of shore leave earned during extended voyage(s) that is to be credited to the employee's shore leave account.</p> <p>Employees regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals. Shore leave is accumulated, without limitation, at the rate of 1 day for each 15 calendar days on one or more extended voyages.</p> <p>An extended voyage must be for 7 or more calendar days in duration. If the employee is transferred, any shore leave balance may be transferred only if the employee does not have a break in service and is assigned to another agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump-sum) upon separation or upon assignment to a position where employees do not earn shore leave.</p> <p>See TC 59 for instructions for recording shore leave used.</p>
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Entry Instructions:

Type **39** in the TC field and the number of hours earned (in 8 hour increments) in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 40, Home Leave Earned

Descriptor	Not applicable with this TC
Applies To:	All Employees in Service Abroad Exception: Wage Marine employees
Rate:	Base rate
Description:	<p>This TC is used to record the number of days of home leave earned during service abroad that is to be credited as hours to the employee's home leave account.</p> <p>Home leave is earned by eligible employees for service abroad. Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee's place of residence if the place of residence is the Commonwealth of Puerto Rico or a possession of the United States. The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.</p> <p>Depending upon the requirements, type of assignment, and percent of differential entitlements at the post of duty, home leave is earned at the rate of 5, 10, or 15 days for each 12 months of service abroad.</p> <p>When a change in the employee's home leave earning status changes during the month of service abroad, the agency should credit the employee with the amount of home leave for the month at the rate the employee was entitled to before the change was made.</p> <p>This may occur when:</p> <ul style="list-style-type: none"> An employee moves between different home leave earning rates during the month of service abroad A change in the differential occurs during a month of service abroad and results in a different home leave earning rate <p>See TC 69 for instructions on home leave taken.</p>

Entry Instructions:

Type **40** in the TC field and the number of home leave days converted to hours in 1-day increments that are to be credited to the employee's account in the applicable Week 1 Hrs/Week 2 Hrs fields. The entry should reflect the appropriate number of hours equivalent to the number of days earned.

TC 41, Premium Pay on an Annual Basis (Differential In Lieu Of Overtime) (DLO)

Descriptor	Not applicable with this TC
Applies To:	FLSA Exempt and Nonexempt employees Exception: Customs Officers Pay Reform
Rate:	For AUO, the rate is one half of the regular FLSA rate, if FLSA nonexempt; for availability pay, there is no applicable FLSA overtime.
Description:	This TC is used to record the hours of standby time or AUO which were actually worked. Note: TC 41 is used for tracking AUO and availability pay only for Small Business Administration and for Departments of Justice, Commerce, and Treasury employees. An employee must be coded in the database by processing a personnel action to earn standby/AUO; otherwise, the T&A will reject. The AUO1, 2, and % fields must be coded with the scheduled hours and percentage rate to begin AUO.

Entry Instructions:

Type **41** in the TC field and the hours of standby/AUO work performed in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 41, Prefix 01, Premium Pay on an Annual Basis (DLO) for Protective Services

Descriptor	Not applicable with this TC
Applies To:	Department of Treasury Secret Service U.S. Customs Service Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Rate:	For AUO, the rate is one half of the regular FLSA rate. If FLSA nonexempt, for availability pay there is no applicable FLSA overtime.
Description:	This TC is used to record the hours of AUO or the hours of availability pay which were actually worked for protective services duty.

Entry Instructions:

Type **01** in the Pre field and **41** in the TC field. Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

TC 45, Cost of Living Allowance

Descriptor	Not applicable with this TC
Applies To:	GS employees

TC 45, Cost of Living Allowance

Description:	<p>This TC is used to begin cost of living allowance (COLA) payments.</p> <p>COLA is a special pay entitlement for an employee whose duty station is in a high cost-of-living area (i.e., Alaska, Hawaii, U.S. possessions, and Panama). Entitlement to COLA must be established in the database by processing a personnel action.</p> <p>Payment of the allowance begins and ends, based on the data furnished on the T&A. Payment for COLA will be charged against the same accounting data used for regular time.</p> <p>The T&A entry for COLA payments is made only in the pay period the COLA begins. Payment will automatically continue until TC 47 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.</p> <p>The hours recorded using TC 45 can only be equal to or less than the total base pay hours recorded for the pay period. A combination of TC 45 and TC 46 cannot exceed 45 hours per week.</p>
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Entry Instructions:

Record the hours in pay status in the usual manner with the appropriate TC(s). Type **45** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields **only** in the pay period the COLA begins. Type the effective date that the employee arrives at the designated duty station in the Remarks section.

TC 46, Post Differential

Descriptor	Not applicable with this TC
Applies To:	GS employees
Description:	<p>This TC is used to begin post differential payments. Post differential is a special pay entitlement provided an employee who is assigned to a designated duty station.</p> <p>Entitlement to post differential must be established in the database by processing a personnel action. Payment for post differential begins and ends based on the data furnished on the T&A. Payment for post differential will be charged against the same accounting data used for regular time.</p> <p>The T&A entry for post differential payments is made only in the pay period the post differential begins. Payment will automatically continue until TC 48 is entered to discontinue the payments or until a personnel action is processed to cancel eligibility.</p> <p>The hours recorded using TC 46 can only be equal to or less than the total base pay hours recorded for the pay period. A combination of TC 45 and TC 46 cannot exceed 45 hours per week.</p>

Entry Instructions:

Record the hours in pay status in the usual manner with the appropriate TC(s). Type **46** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields **only** in the pay period the differential is to begin. Type the effective date that the employee arrives at the designated duty station in the Remarks section.

TC 47, Stop Cost of Living Allowance

Descriptor	Not applicable with this TC
Applies To:	GS employees

TC 47, Stop Cost of Living Allowance

Description:	This TC is used to discontinue COLA payments. The personnel office should submit Form AD-343, Payroll Action Request, to retroactively discontinue COLA. A corrected T&A should not be processed.
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Entry Instructions:

To permanently discontinue COLA payments, complete the T&A in the usual manner during the pay period in which the payment is to be discontinued. Total all regular time hours from the beginning of the pay period through the last day the employee was eligible to receive the allowance.

Type **47** in the TC field and the number of hours for which the employee is entitled to COLA in the Week 1/Week 2 fields. The total hours entered using TC 47 cannot exceed an employee's regularly scheduled tour of duty hours. To temporarily discontinue COLA payments, the employee must have received payment for allowances for the entire pay period prior to the pay period being reported. Complete the T&A in the usual manner.

Type **47** in the TC field and **0** (zero) in the Week 1 Hrs/Week 2 Hrs fields. To resume COLA payments on a subsequent T&A, use TC 45.

Type the effective date that the employee departs from the designated duty station in the Remarks section.

TC 48, Stop Post Differential

Descriptor	Not applicable with this TC
Applies To:	GS employees
Description:	This TC is used to discontinue post differential payments. The personnel office should submit Form AD-343, Payroll Action Request, to discontinue post differential payments. A corrected T&A should not be processed. Note: An employee is ineligible to receive post differential when on leave outside the post differential area.

Entry Instructions:

To permanently discontinue post differential payments, complete the T&A in the usual manner during the pay period in which the payment is to be discontinued. Total all regular time hours from the beginning of the pay period through the last day the employee was eligible to receive the allowance.

Type **48** in the TC field and the number of hours for which the employee is entitled to post differential in the Week 1 Hrs/Week 2 Hrs fields. The total hours entered using TC 48 cannot exceed the employee's regularly scheduled tour of duty hours.

To temporarily discontinue post differential payments, the employee must have received payment for allowances for the entire pay period prior to the pay period being reported. Complete the T&A in the usual manner.

Type **48** TC field and **0** (zero) in Week 1 Hrs/Week 2 Hrs fields. To resume post differential payments on a subsequent T&A, use TC 46. Enter the effective date that the employee departs from the designated duty station in the Remarks section.

TC 49, Remote Worksite Allowance

Descriptor	Not applicable with this TC
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

TC 49, Remote Worksite Allowance

Description:	<p>This TC is used to record the monetary amount of additional pay entitlement for employees assigned duties in remote worksites.</p> <p>An employee may be entitled to an additional allowance in pay when assigned to duty at a site so remote from an established community that it causes a degree of expense, hardship, and/or inconvenience in commuting to and from his/her residence and worksite.</p> <p>Before using this TC you should check with your personnel office to ensure that the employee's entitlement to remote worksite allowance has been established in the database.</p>
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Entry Instructions:

Type **49** in the TC field.

When the cursor is placed in the Week 1 Hrs field, the Enter total Dollar Amount pop-up appears. Enter the dollar amount being reported.

Example: To enter allowance benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar Amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 49, Suffix 3, Quarters Allowance Not Taxable

Descriptor	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided.
Rate:	Daily rate entered in EPIC
Description:	<p>This TC is used to record the number of days for which the employee is being reimbursed for housing costs.</p> <p>This allowance is not taxable and will not be reported on the employee's W-2. Quarters allowance can either be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A.</p> <p>To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC.</p> <p>Quarters allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave. A corrected T&A should be processed to record days from a prior pay period.</p>

Entry Instructions:

To record daily quarters allowance, type **49** in the TC field and **3** in the Suf field.

Type the number of days for which the employee is being reimbursed for housing costs in the applicable Week 1 Hrs/Week 2 Hrs fields.

The maximum number of days that may be recorded in one pay period is 14. The entire 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs field, or they may be divided and entered in both fields.

TC 49, Suffix 4, Quarters Allowance Taxable

Descriptor	Not applicable with this TC
Applies To:	Employees assigned in a foreign area
Rate:	Daily rate entered in EPIC

TC 49, Suffix 4, Quarters Allowance Taxable

Description:	<p>This TC is used to record the number of days an employee incurs housing cost expenditures while assigned duties in a foreign area whenever free Government quarters are not provided.</p> <p>This allowance is taxable and will be reported on the employee's W-2. Quarters allowance may be reported per day or per pay period.</p> <p>To report this allowance per day, the information is recorded on the T&A. To authorize the payment of quarters allowance on a pay period basis, the personnel office must enter the data in EPIC. Quarters allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.</p> <p>A corrected T&A should be processed to record days from a prior pay period.</p>
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Entry Instructions:

To record daily quarters allowance, type **49** in the TC field and **4** in the Suf field.

Type the number of days for which the employee is being reimbursed for housing costs in the applicable Week 1 Hrs/Week 2 Hrs fields.

The maximum number of days that may be recorded in one pay period is 14. The entire 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs field or they may be divided and entered in both fields.

TC 49, Suffix 9, Danger Pay Allowance

Descriptor	Not applicable with this TC
Applies To:	Employees serving at a post where civil insurrection, civil war, or warlike conditions exist
Rate:	15, 20, or 25 percent of basic pay
Description:	<p>This TC is used to record hours of entitlement to danger pay allowance.</p> <p>Danger pay is usually linked to conditions where there has been an authorized departure or evacuation of dependents and nonessential personnel.</p> <p>It is available to employees in temporary detail for 1 full day or longer and cannot exceed 25 percent of the basic salary. A temporary detail is defined as 4 consecutive hours of work.</p> <p>A maximum of 80 hours of danger pay allowance is allowed in one pay period.</p>

Entry Instructions:

Type **15**, **20**, or **25** (percentage rate of basic pay) in the Prefix field, **49** in the TC field, and **9** in the Suf field. Type the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 50, Credit Hours

Descriptor	02, 03
Applies To:	<p>Full-time/Part-time GS employees (excluding SES employees)</p> <p>Full-time/Part-time FWS employees</p>

TC 50, Credit Hours

Description:	<p>This TC is used to record credit hours used that were earned and recorded using TC 29.</p> <p>See TC 29 for more information. Employees under variable workday or workweek schedules are allowed to work additional hours in excess of their normal tour of duty so as to vary the length of the workday or workweek for time off without leave usage.</p> <p>In order to use credit hours, the employee's T&A must be coded 7 or 8 in the AWS field. If the T&A is not coded or an insufficient balance exists and the T&A reflects credit hours used, the T&A will reject.</p> <p>The hours used will be charged to TC 61, Annual Leave. If annual leave is not available, the hours will be charged to TC 71, Leave Without Pay.</p> <p>A full-time employee on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited to a pro rata basis and may carry over an amount equal to 1/4 of the biweekly work requirement.</p> <p>Example: A part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours ($1/4 \times 40 = 10$).</p> <p>Disposition of Credit Hours</p> <p>Use TC 29, Credit Hours Worked, to record the hours of credit hours earned. When an employee is no longer entitled to earn credit hours, the balance must be paid at the current rate of pay. Provide the servicing personnel office with a certified copy of the final T&A with the following information so that an AD-343 can be prepared for payment:</p> <p>The number of credit hours to be paid</p> <p>The T&A coded final or showing the reason of liquidation</p> <p>The accounting that is to be charged</p> <p>The credit hour balances are not recorded in the Leave section of the T&A. You may maintain a record of the leave accruals and uses in the Remarks section of the T&A.</p> <p>Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. (Credit hours taken are not considered paid leave because these hours are a substitution for hours worked. Therefore, night differential is not reduced if an employee uses 8 or more credit hours during a pay period.) Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.</p> <p>An employee allowed to work credit hours under a flexible work schedule is entitled to night differential only to the extent to which he/she must work at night in order to fulfill his/her basic work requirement.</p>
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TC 50, Credit Hours

	TD Codes	
	One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.	
TD	Value	Definition
02	OWCP Injury	Credit leave used for time absent due to an OWCP injury on the job.
03	OWCP Illness	Credit leave used for time absent due to an OWCP occupational illness.

Entry Instructions:

Type **50** in the TC field and the number of credit hours in the applicable Week 1 Hrs/Week 2 Hrs fields. Credit hours can be charged in multiples of 1/4 hours with clearance from the Director of Personnel. Credit hours used cannot exceed credit hours earned.

Type **2** in the Suffix field to record credit hours with night differential, if applicable. If applicable, type the appropriate TD Code in the TC Descriptor field.

TC 51, Suffix 1, Uniform Allowance - Taxable

Descriptor	Not applicable with this TC
Applies To:	All employees
Description:	This TC is used to record the monetary amount provided as an allowance to compensate an employee for buying work uniforms. This allowance is taxable and will be reported on the employee's W-2. Uniform allowance may be recorded in EPIC or on the T&A. Caution: Duplicate payment could result if uniform allowance is both recorded on the T&A and entered in EPIC. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC by the personnel office.

Entry Instructions:

Type **51** in the TC field and **1** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported

Example: To enter allowance benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 51, Suffix 2, Separate Maintenance Allowance - Non Taxable

Descriptor	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided
Rate:	Daily rate entered in EPIC

TC 51, Suffix 2, Separate Maintenance Allowance - Non Taxable

Description:	<p>This TC is used to record the number of days for which the employee is being reimbursed for housing costs.</p> <p>This allowance is tax exempt and will not be reported on the employee's W-2. Separate Maintenance Allowance is used</p> <p>(1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or</p> <p>(2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post. Separate maintenance allowance may be reported per day or per pay period.</p> <p>To report this allowance per day, the information is recorded on the T&A. To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC.</p> <p>Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave. The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.</p>
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Entry Instructions:

To record daily separate maintenance allowance, type **51** in the TC field and **2** in the Suf field. Type the number of days being recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 51, Suffix 3, Separate Maintenance Allowance - Taxable

Descriptor	Not applicable with this TC
Applies To:	Employees assigned in a foreign area where Government quarters are not provided
Rate:	Daily rate entered in EPIC
Description:	<p>This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is taxable and will be reported on the employee's W-2.</p> <p>Separate Maintenance Allowance is used</p> <p>(1) to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or</p> <p>(2) for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post.</p> <p>Separate maintenance allowance may be reported per day or per pay period. To report this allowance per day, the information is recorded on the T&A. To authorize the payment of separate maintenance allowance on a pay period basis, the personnel office must enter the data in EPIC.</p> <p>Separate maintenance allowance information should not be entered on the T&A. The TC will be generated on the Statement of Earnings and Leave.</p> <p>The maximum number of days that may be recorded in one pay period is 14. A total of 14 days may be entered in either the Week 1 Hrs or Week 2 Hrs fields or they may be divided and entered in both fields. A corrected T&A should be processed to record days from a prior pay period.</p>

Entry Instructions:

To record daily separate maintenance allowance, type **51** in the TC field and **3** in the Suf field. Type the number of days being recorded in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 51, Suffix 8, Uniform Allowance - Tax Exempt

Descriptor	Not applicable with this TC
Applies To:	All employees
Description:	<p>This TC is used to record the monetary amount provided as an allowance to compensate an employee for buying work uniforms.</p> <p>This allowance is tax exempt and will not be reported on the employee's W-2. Uniform allowance may be recorded in EPIC or on the T&A.</p> <p>Caution: Duplicate payment could result if uniform allowance is recorded on the T&A and entered in EPIC. Before entering uniform allowance on the T&A, verify that it has not been entered in EPIC by the personnel office. Uniform allowances may be charged to the current year and one prior year appropriation during any pay period.</p>

Entry Instructions:

Type **51** in the TC field and **8** in the Suf field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Type the dollar amount being reported.

Example: To enter allowance benefits in the amount of \$99.99, type **99 . 99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 59, Shore Leave

Descriptor	Not applicable with this TC
Applies To:	Department of Commerce GS employees FWS employees

TC 59, Shore Leave

Description:	<p>This TC is used to record hours of shore leave used.</p> <p>Employees who are regularly assigned extended duties aboard oceangoing vessels are entitled to earn shore leave in addition to annual and sick leave accruals.</p> <p>Shore leave is accumulated, without limitation, at the rate of 1 day for each 15 calendar days or one or more extended voyages. An extended voyage must be for 7 or more calendar days in duration.</p> <p>If the employee is transferred to another agency or position, the shore leave balance may be transferred only if the employee does not have a break in service and is assigned to another agency where shore leave may be earned. Shore leave is forfeited (is not paid in lump sum) upon separation or upon assignment to a position where employees do not earn shore leave.</p> <p>Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave is 8 or more hours within a pay period.</p>
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Entry Instructions:

Type **59** in the TC field and the hours of paid absence for shore leave taken (minimum is 8 hours/1 day) in the applicable Week 1 Hrs/Week 2 Hrs fields.

Shore leave taken is recorded in 8 hour increments. Shore leave used cannot exceed the shore leave balance.

Type **2** in the Suffix field to record shore leave with night differential.

TC 60, Compensatory Time Used - Religious Observance

Descriptor	Not applicable with this TC
Applies To:	Full-time/Part-time employees
Description:	<p>This TC is used to record hours of absence for religious observance without a loss of pay.</p> <p>Compensatory time off may be accumulated or advanced for religious observance. However, any advanced time granted should be repaid by compensatory overtime worked by the end of the leave year in which the advanced time off was taken. The agency may extend or shorten the time allowed to repay the advanced time off.</p> <p>The Compensatory Time for Religious Observance Report is generated to provide supervisors an aid in monitoring outstanding compensatory time balances to assure repayment is made in accordance with established agency policies.</p> <p>Compensatory time advanced using TC 60 will create a minus balance that will be reduced by compensatory overtime worked which is recorded using TC 32, Prefix 77, Compensatory Time Worked Religious Observance. A notation in the Remarks section should be made if the entry creates a negative balance for compensatory time for religious observance.</p> <p>Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, official leave, and compensatory time used for religious observance, regardless of the number of hours taken.</p>

Entry Instructions:

Type **60** in the TC field and the number of hours of compensatory time used for religious observance (1/4 hour increments) in the applicable Week 1 Hrs/Week 2 Hrs fields.

Enter **2** in the Suffix field to record compensatory time used for religious observance with night differential.

TC 60, Prefix 05, Comp Time Used - Rel. Obsrvnc. @ 15%

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay
Description:	<p>This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **60** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 60, Prefix 10, Comp Time Used - Rel. Obsrvnc. @ 20%

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay
Description:	<p>This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **60** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week1 Hrs/Week 2 Hrs fields.

TC 60, Prefix 15, Comp Time Used - Rel. Obsrvnc. @ 15%

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay

TC 60, Prefix 15, Comp Time Used - Rel. Obsrvnc. @ 15%

Description:	<p>This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **15** in the Pre field and **60** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 60, Prefix 20, Comp Time Used - Rel. Obsrvnc. @ 20%

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay
Description:	<p>This TC is used to record hours of absence for religious observance for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **20** in the Pre field and **60** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week Hrs/ Week 2 Hrs fields.

TC 60, Prefix 50, Comp Time Used - Rel. Obsrvnc. @ 50%

Descriptor	Not applicable with this TC
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50% of base pay
Description:	<p>This TC is used to record hours of absence for religious observance for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **60** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week1 Hrs/Week 2 Hrs fields.

TC 61, Annual Leave

Descriptor	01, 02, 03												
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees Exception: Smithsonian Institution employees with Pay Plans RA, IC, AE												
Description:	<p>This TC is used to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance.</p> <p>Eligible employees may use annual leave for such things as vacation time, personal time off, or emergencies. An employee may elect to substitute annual leave consistent with current laws and OPM's regulations for using annual leave for any unpaid leave under the FMLA.</p> <p>See Family and Medical Leave Act (FMLA) for references to Federal regulations regarding employee eligibility to earn and use leave. The use of annual leave should be requested by the employee and approved by the supervisor.</p> <p>Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.</p> <p>TD Codes</p> <p>One of the following codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <table border="1"> <thead> <tr> <th>TD</th> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>FMLA</td> <td>Annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act</td> </tr> <tr> <td>02</td> <td>OWCP (injury)</td> <td>Annual leave used for time absent due to an OWCP injury on the job.</td> </tr> <tr> <td>03</td> <td>OWCP (illness)</td> <td>Annual leave used for time absent due to an OWCP occupational illness.</td> </tr> </tbody> </table>	TD	Value	Definition	01	FMLA	Annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act	02	OWCP (injury)	Annual leave used for time absent due to an OWCP injury on the job.	03	OWCP (illness)	Annual leave used for time absent due to an OWCP occupational illness.
TD	Value	Definition											
01	FMLA	Annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act											
02	OWCP (injury)	Annual leave used for time absent due to an OWCP injury on the job.											
03	OWCP (illness)	Annual leave used for time absent due to an OWCP occupational illness.											

Entry Instructions:

Type **61** in the TC field and the hours of annual leave used (multiples of 1/4 hours) in the applicable Week 1 Hrs/ Week 2 Hrs fields.

Type **2** in the Suffix field to record annual leave with night differential or the appropriate FWS shift suffix.

If applicable, type the appropriate TD Code in the TC Descriptor field. Complete the Advance Leave field if the annual leave is approved for use in advance of earning.

TC 61, Prefix 05, Annual Leave (W/ Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 61, Prefix 05, Annual Leave (W/ Night Diff @ 15%)

Description:	<p>This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **05** in the Pre field and **61** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

TC 61, Prefix 10, Annual Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **61** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

TC 61, Prefix 15, Annual Leave (W/Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 61, Prefix 15, Annual Leave (W/Night Diff @ 15%)

Description:	This TC is used to record hours of annual leave used for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.
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Entry Instructions:

Type **15** in the Pre field and **61** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

TC 61, Prefix 20, Annual Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	This TC is used to record ours of annual leave occurring on a regularly scheduled assignment, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **20** in the Pre field and **61** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

TC 61, Prefix 50, Annual Leave (W/Sunday Diff @ 50%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay

TC 61, Prefix 50, Annual Leave (W/Sunday Diff @ 50%)

Description:	<p>This TC is used to record hours of annual leave used for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **50** in the Pre field and **61** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 61 for definitions of applicable codes.

TC 61, Prefix 61, Annual Leave Donated

Descriptor	Not applicable with this TC
Applies To:	All employees
Description:	This TC is used to record the number of hours of annual leave to be donated to a leave recipient for a medical emergency.

Entry Instructions:

Type **61** in the Pre field and **61** in the TC field.

Type the applicable number of hours of annual leave being donated in either the Week1 Hrs/Week 2 Hrs fields.

TC 62, Sick Leave

Descriptor	01, 02, 03
Applies To:	<p>Full-time/Part-time GS employees</p> <p>Full-time/Part-time FWS employees</p> <p>Exception: Smithsonian Institution (Trust) employees</p> <p>Woodrow Wilson International Center for Scholars (Trust) employees</p> <p>Reading Is Fundamental employees</p>

TC 62, Sick Leave

Description:	<p>This TC is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.</p> <p>An employee may elect to substitute sick leave consistent with current laws and OPM's regulations for using sick leave for any unpaid leave under the FMLA.</p> <p>See Family and Medical Leave Act (FMLA) for references to Federal regulations regarding employee eligibility to earn and use leave. The use of sick leave should be requested by the employee and approved by the supervisor.</p> <p>Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.</p> <p>TD Codes</p> <p>One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <table border="1"> <thead> <tr> <th>TD</th> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>FMLA</td> <td>Sick leave used in lieu of LWOP under the protection of the Family and Medical Leave Act</td> </tr> <tr> <td>02</td> <td>OWCP (Injury)</td> <td>Sick leave used for time absent due to an OWCP injury on the job.</td> </tr> <tr> <td>03</td> <td>OWCP (Illness)</td> <td>Sick leave used for time absent due to an OWCP occupational illness.</td> </tr> </tbody> </table>	TD	Value	Definition	01	FMLA	Sick leave used in lieu of LWOP under the protection of the Family and Medical Leave Act	02	OWCP (Injury)	Sick leave used for time absent due to an OWCP injury on the job.	03	OWCP (Illness)	Sick leave used for time absent due to an OWCP occupational illness.
TD	Value	Definition											
01	FMLA	Sick leave used in lieu of LWOP under the protection of the Family and Medical Leave Act											
02	OWCP (Injury)	Sick leave used for time absent due to an OWCP injury on the job.											
03	OWCP (Illness)	Sick leave used for time absent due to an OWCP occupational illness.											

Entry Instructions:

Type **62** in the TC field and the hours of sick leave used in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. Complete the Advance Leave field if the sick leave is approved for use in advance of earning.

TC 62, Prefix 05, Sick Leave (W/Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **62** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

TC 62, Prefix 10, Sick Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **62** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

TC 62, Prefix 15, Sick Leave (W/Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of sick leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **62** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

TC 62, Prefix 20, Sick Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 62, Prefix 20, Sick Leave (W/Night Diff @ 20%)

Description:	<p>This TC is used to record hours of sick leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure than overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **20** in the Pre field and **62** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

TC 62, Prefix 50, Sick Leave (W/Sunday Diff @ 50%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record hours of sick leave used for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **62** in the TC field. Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 62 for definitions of applicable codes.

TC 62, Prefix 62, Federal Employees Family Friendly Leave Act

Descriptor	01, 02, 03, 04
Applies To:	Full-time/Part-time employees
	Does Not Apply To: Employees entitled to Customs Officers Pay Reform

TC 62, Prefix 62, Federal Employees Family Friendly Leave Act

Description:	<p>This TC is used to record hours of sick leave used to care for a family member or for bereavement purposes, based on the Federal Employees Family Friendly Leave Act (FFLA).</p> <p>Based on the FFLA, this TC is used to record the hours of sick leave used to</p> <p>(1) provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment; or</p> <p>(2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.</p> <p>All covered full-time employees are able to use up to 40 hours (5 workdays) of sick leave each year for the conditions cited above. A covered full-time employee who maintains a balance of at least 80 hours of sick leave can use an additional 64 hours (8 workdays) of sick leave per year for these purposes. For those employees who satisfy this condition, a maximum of 104 hours of sick leave (13 workdays) per leave year may be used for family member care and bereavement purposes. For a definition of "family member," refer to Public Law 103-388.</p> <p>Note: The first 40 hours is unrestricted and may be advanced. However, in order to use the remaining 64 hours available under this program, the employee's sick leave balance cannot drop below 80 hours.</p> <p>Part-time employees and employees with uncommon tours of duty may use an amount equal to the average number of hours of work in the employee's scheduled tour of duty each week. In addition, these employees who maintain a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week may use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year for these purposes.</p> <p>Caution: The system does not maintain the cumulative amount used. A record of FFLA sick leave used should be maintained in a separate leave account (e.g., Remarks) to assure that the employee does not exceed the maximum allowed per year.</p> <p>TD Codes</p> <p>One of the codes listed below may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs. For the purpose of providing definitions for the transaction descriptors, the provisions of the FFLA are divided into two categories, Family Care - General and Family Care - Extended.</p> <p>Family Care - General</p> <p>These benefits are used (1) to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth, (2) to provide care for a family member as a result of medical, dental, or optical examination or treatment, (3) to make arrangements necessitated by the death of a family member or attend the funeral of a family member, or (4) for purposes related to the adoption of a child. The hourly limitations are described above.</p> <p>Family Care - Extended</p> <p>These benefits are used to care for a family member with a serious health condition. Qualifying employees may use up to 12 administrative work weeks of sick leave (including time under Family Care - General) provided that the use of said leave does not drop the employee's sick leave balance below 80 hours.</p>
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Reference Tables

TC 62, Prefix 62, Federal Employees Family Friendly Leave Act

TD	Value	Definition
01		Used for Family Care-General that is being used under the protection of the FMLA.
02	Family Care Extended (FMLA)	Used for Family Care-Extended that is being used under the protection of the FMLA. This code cannot be utilized on a corrected T&A unless the employee is an approved leave recipient.
03	Family Care General	Sick leave used for the purpose of general family care as described above.
04	Family Care Extended	Sick leave used for the purpose extended family care as described above.

Entry Instructions:

Type **62** in the Pre field and **62** in the TC field.

Type the number of sick leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate suffix code in the Suffix field to record sick leave with any differential or the appropriate FWS suffix code.

If applicable, type the appropriate TD Code in the TC Descriptor field.

TC 63, Restored Annual Leave

Descriptor	01, 02, 03
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

TC 63, Restored Annual Leave

Description:	<p>This TC is used to record hours of annual leave used that are to be deducted from an employee's restored annual leave balance.</p> <p>Annual leave that was previously forfeited and subsequently restored to an employee's account is documented by the personnel office on a Form AD-582, Authorization for Restored Annual Leave under P.L. 93-181. The personnel office/supervisor must furnish you a copy of the AD-582.</p> <p>Restored annual leave is not added to the employee's current annual leave balance. It is kept in a separate database record. It may be entered in the Remarks section of the T&A.</p> <p>The restored annual leave must be used by the date indicated on the Form AD-582. The time limit is normally within 2 years of the end of the leave year in which it is restored. Any restored annual leave not used by the date indicated will be forfeited.</p> <p>You are responsible for manually controlling the use of the restored annual leave to ensure that it is not used after the expiration date and is deleted from the T&A when the expiration date occurs.</p> <p>Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.</p> <p>TD Codes</p> <p>One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <table border="1"> <thead> <tr> <th>TD</th> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>FMLA</td> <td>Restored annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act</td> </tr> <tr> <td>02</td> <td>OWCP (injury)</td> <td>Restored annual leave used for time absent due to an OWCP injury on the job.</td> </tr> <tr> <td>03</td> <td>OWCP (illness)</td> <td>Restored annual leave used for time absent due to an OWCP occupational illness.</td> </tr> </tbody> </table>	TD	Value	Definition	01	FMLA	Restored annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act	02	OWCP (injury)	Restored annual leave used for time absent due to an OWCP injury on the job.	03	OWCP (illness)	Restored annual leave used for time absent due to an OWCP occupational illness.
TD	Value	Definition											
01	FMLA	Restored annual leave used in lieu of LWOP under the protection of the Family and Medical Leave Act											
02	OWCP (injury)	Restored annual leave used for time absent due to an OWCP injury on the job.											
03	OWCP (illness)	Restored annual leave used for time absent due to an OWCP occupational illness.											

Entry Instructions:

Type **63** in the TC field and the hours of restored annual leave used in the applicable Week 1 Hrs /Week 2 Hrs fields.

If applicable, type **2** in the Suf field to record the restored annual leave with night differential or the appropriate FWS suffix code.

If applicable, type the appropriate TD Code in the TC Descriptor field.

Total the hours recorded using TC 63 and type the total in the Remarks section. Subtract these hours from the restored annual leave available.

Note: The number of hours entered for TC 63 must not exceed the restored leave balance in the database.

TC 63, Prefix 05, Restored Annual Leave (W/ Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 63, Prefix 05, Restored Annual Leave (W/ Night Diff @ 15%)

Description:	<p>This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **05** in the Pre field and **63** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

TC 63, Prefix 10, Restored Annual Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **63** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

TC 63, Prefix 15, Restored Annual Leave (W/Night Diff @ 15%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 63, Prefix 15, Restored Annual Leave (W/Night Diff @ 15%)

Description:	This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.
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Entry Instructions:

Type **15** in the Pre field and **63** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

TC 63, Prefix 20, Restored Annual Leave (W/Night Diff @ 20%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	This TC is used to record hours of restored annual leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **20** in the Pre field and **63** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

TC 63, Prefix 50, Restored Annual Leave (W/Sunday Diff @ 50%)

Descriptor	01, 02, 03
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	This TC is used to record hours of restored leave used for which the employee is entitled to Sunday differential. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **50** in the Pre field and **63** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type the appropriate TD Code in the TC Descriptor field. See TC 63 for definitions of applicable codes.

TC 63, Prefix 61, Restored Annual Leave Donated

Descriptor	Not applicable for this TC.
Applies To:	All employees
Description:	This TC is used to record the number of hours of restored annual leave to be donated to a leave recipient for a medical emergency.

Entry Instructions:

Type **61** in the Pre field and **63** in the TC field.

Type the applicable number of hours of restored annual leave being donated in either the Week1 Hrs/Week 2 Hrs fields.

TC 64, Compensatory Leave

Descriptor	02, 03									
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees									
Description:	<p>This TC is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance. Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full.</p> <p>Follow your agency policy regarding compensatory time payment/liquidation. Compensatory leave is liquidated on a first-earned, first-used basis. The hours of compensatory leave which are not subsequently used will be paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.</p> <p>Compensatory leave used cannot exceed the compensatory leave balance.</p> <p>TD Codes</p> <p>One of the following codes may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <table border="0"> <thead> <tr> <th>TD</th> <th>Value</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>OWCP (injury)</td> <td>Regular compensatory leave used for time absent due to an OWCP injury on the job.</td> </tr> <tr> <td>03</td> <td>OWCP (illness)</td> <td>Regular compensatory leave used for time absent due to an OWCP occupational illness.</td> </tr> </tbody> </table> <p>FWS Employees</p> <p>To record the hours of compensatory leave used on the T&A, TC 64 must be used with suffixes 1, 2, or 3. These suffixes allow the used compensatory time to be recorded at the prevailing rate of each shift. When TC 64 is recorded in the top portion of the T&A, accounting data must be entered, unless a "2" was entered in the Accounting Data Usage Code field. This accounting data is used for reporting purposes only. The timeframe in which compensatory leave must be used is mandated by each agency. Refer to your agency/departmental policy regarding compensatory leave usage liquidation and payment.</p> <p>Note: If compensatory leave is used for religious observance, TC 60, Compensatory Time Used - Religious Observance, is used. While compensatory time off for religious observance may be advanced, regular compensatory time may not be advanced. The employee must have worked the hours of overtime and have a compensatory leave balance before TC 64 may be used on the T&A.</p>	TD	Value	Definition	02	OWCP (injury)	Regular compensatory leave used for time absent due to an OWCP injury on the job.	03	OWCP (illness)	Regular compensatory leave used for time absent due to an OWCP occupational illness.
TD	Value	Definition								
02	OWCP (injury)	Regular compensatory leave used for time absent due to an OWCP injury on the job.								
03	OWCP (illness)	Regular compensatory leave used for time absent due to an OWCP occupational illness.								

TC 64, Compensatory Leave

Payment For Compensatory Leave

Compensatory leave is payable at separation, at the end of the leave year, or by timeframes established by the agency. The employee will be paid at the overtime rate of pay that was in effect at the time the compensatory time was earned. When the employee must be paid for compensatory leave, report through the channels of your organization, as appropriate, the employee's name, social security number, T&A contact point code, and the number of hours to be paid. This should be done during the last period being reported for an employee leaving the organization or the pay period or time designated by the agency.

The personnel office must process a Form AD-581, Lump Sum Leave or Compensatory Time Payments, in accordance with Chapter 9 of Title I, Payroll/Personnel Processing Manual. The supervisor/timekeeper should be provided a copy of the completed Form AD-581. Upon receipt of the Form AD-581, reduce the employee's compensatory time balance by the number of hours for which the employee is being paid (STAR 4.0 and TINQ) for interim compensatory time payments.

Enter **To be paid for (number) Comp hours** in the Remarks section.

Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period.

Entry Instructions:

Type **64** in the TC field and the number of hours of compensatory leave taken in the applicable Week 1 Hrs/Week 2 Hrs fields. Compensatory time may be charged in multiples of 1/4 hour.

If applicable, type the appropriate TD Code in the TC Descriptor field.

TC 65, Regular Military Leave

Descriptor	01
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Rate:	
Description:	<p>This TC is used to record the number of hours of regular military leave used. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>For additional eligibility information, see Regular Military Leave</p> <p>TD Code</p> <p>The following code may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <p>TC 65, TD01, DC Parade/Encampment-This TC/TCD combination is only available to members of the DC National Guard. An employee must have a Uniform Service Status code of 8 or 9. The number of hours used with the TC/TCD combination is unlimited in days or hours. Therefore, it does not count against an employee's annual allocation for military time.</p>

Entry Instructions:

Type **65** in the TC field and the number of regular military leave hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type **2** in the Suffix field to record regular military leave with night differential or the appropriate FWS shift suffix. If applicable, type the TD Code in the TD field.

TC 65, Prefix 05, Regular Military Leave (W/Night Diff @ 15%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **65** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field. See TC 65 for definition.

TC 65, Prefix 10, Regular Military Leave (W/Night Diff @ 20%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **65** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field. See TC 65 for definition.

TC 65, Prefix 15, Regular Military Leave (W/Night Diff @ 15%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 65, Prefix 15, Regular Military Leave (W/Night Diff @ 15%)

Description:	<p>This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **15** in the Pre field and **65** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the TD Code in the TD field. See TC 65 for definition.

TC 65, Prefix 20, Regular Military Leave (W/Night Diff @ 20%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of regular military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **20** in the Pre field and **65** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the TD Code in the TD field. See TC 65 for definition.

TC 65, Prefix 50, Regular Military Leave (W/Sunday Diff @ 50%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record regular military leave hours used for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **65** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields. If applicable, type the TD Code in the TC Descriptor field. See TC 65 for definition.

TC 66, Other Leave

Descriptor	01-06, 21-23, 31-37																										
Applies To:	Full-time/Part-time employees Senior Executive Service employees																										
Description:	<p>This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time.</p> <p>The following types of leave fall within the Other Leave category:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr><td>J</td><td>Jury Duty</td></tr> <tr><td>E</td><td>Examination</td></tr> <tr><td>F</td><td>Funeral</td></tr> <tr><td>W</td><td>Witness</td></tr> <tr><td>V</td><td>Voting</td></tr> <tr><td>N</td><td>Federal Holiday</td></tr> <tr><td>T</td><td>Transfer of Official Station</td></tr> <tr><td>CO</td><td>Court (other than J or W)</td></tr> <tr><td>LN</td><td>State or Local Holiday</td></tr> <tr><td>AD</td><td>Administrative Leave</td></tr> <tr><td>NW</td><td>Hazardous Weather Dismissal</td></tr> <tr><td>D</td><td>Bone Marrow/Organ Donor</td></tr> </tbody> </table> <p>Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours used.</p> <p>Note: If an employee works on a Sunday holiday (or Sunday in-lieu of holiday), use TC 66, with the appropriate suffix to record holiday worked with Sunday premium pay. Record Code H in the Remarks section.</p> <p>Sunday differential is not authorized for periods of authorized absence from work on paid leave (e.g., jury duty, witness service, funeral leave, Sunday holiday, etc.).</p> <p>TD Code. Specific codes may be entered in the TD field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs. TD's for this transaction code have been divided into 3 categories:</p> <ol style="list-style-type: none"> (1) medical (2) holiday (3) administrative. <p>Medical - Time coded with these TDs is subject to the same edits and criteria as time coded with TC 66 with no TDs. However, they cannot be used with TC 31 to obtain holiday worked pay.</p>	Code	Name	J	Jury Duty	E	Examination	F	Funeral	W	Witness	V	Voting	N	Federal Holiday	T	Transfer of Official Station	CO	Court (other than J or W)	LN	State or Local Holiday	AD	Administrative Leave	NW	Hazardous Weather Dismissal	D	Bone Marrow/Organ Donor
Code	Name																										
J	Jury Duty																										
E	Examination																										
F	Funeral																										
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LN	State or Local Holiday																										
AD	Administrative Leave																										
NW	Hazardous Weather Dismissal																										
D	Bone Marrow/Organ Donor																										

TC 66, Other Leave

TD 01, Blood Donation. Used to record paid time off without charge to leave to permit an employee to donate blood. The pay period maximum is 4 hours and the calendar year maximum is 28 hours.

TD 02, OWCP (injury). Used to record paid time off without charge to leave on the day of an on-the-job injury for time absent during an employee's scheduled work hours.

TD 03, OWCP (illness). Used to record paid time off without charge to leave on the first day of an illness that results in time absent due to an occupational illness.

TD 04, Bone Marrow Donor. Used to record paid time off without charge to leave for the purposes of being tested for and/or donating bone marrow. A maximum of 56 is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.

TD 05, Organ Donor. Used to record paid time off without charge to leave for the purposes of being tested for and/or donating an organ. A maximum of 240 hours is allowed per calendar year. For more information, refer to 5 U.S.C. 6327.

TD 06, Preventative Health Care. Used to record paid time off without charge to leave for time granted to an employee with less than 80 hours of accrued sick leave for the purposes of health screening programs and other effective preventive health measures. Sick leave balances must be less than 80 hours at the time of use. A maximum of 4 hours is allowed per calendar year. For more information, refer to the Presidential Declaration on "Preventive Health Care Services at the Federal Workplace," dated January 4, 2001 and OPM Transmittal 007 dated January 10, 2001.

TC 66, Other Leave

Holiday - These TDs are used to identify paid time off for a holiday with no charge to leave. TC 31 can be used in conjunction with any TC 66 hours in order to obtain holiday worked pay if an employee worked on a holiday. However, in accordance with 5 CFR 550.131, 5 CFR 610.201, and 5 USC 6103, a holiday is defined as a legal public holiday and specifically identified. Therefore, even if a state or local holiday off with pay is granted, there is no authorization for payment of holiday pay worked if the employee is required to work.

TD 21, Federal Holiday. Used to record paid time off without charge to leave for a period that is declared by Federal statute or Executive Order.

TD 22, State Holiday. Used to record paid time off without charge to leave for day(s) designated as a state holiday and that is observed by a local office. This TC/TD combination cannot be used with TC 31.

TD 23, Local Holiday. Used to record paid time off without charge to leave for day(s) designated as a local holiday that is observed by a local office (i.e., Mardi Gras, etc.) This TC/TD combination cannot be used with TC 31.

Administrative-These TDs are used to identify paid time off for various administrative functions.

TD 31, Agency Directed. Used to record paid time off without charge to leave for an employee who is not actually at the work site, but who is to be paid by the agency pending an administrative decision (i.e., for improper behavior, pending administrative investigations, etc.)

TD 32, Court. Used to record paid time off without charge to leave for juror /witness service.

Jury Duty - an employee who is summoned to serve as a juror in a judicial proceeding.

Witness - An employee who is summoned as a witness in a judicial proceeding in which the Federal, state, or local government is a party.

Note: An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave. Additionally, serving as witness in a personal capacity (traffic, divorce, custody, etc.) is not considered official duty.

Fees/Expenses - Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of expenses (e.g., transportation) do not have to be reimbursed to the agency.

TD 33, Examination

TD 34, Hazardous Weather Dismissal-Used to record paid time off without charge to leave for an employee who is dismissed and/or excused from duty due to hazardous weather conditions (i.e., hurricane, floods, snow storm, etc.).

TD 35, Office Closed-Used to record paid time off without charge to leave for an employee who is not actually working due to an office move, chemical spill, utility problems, etc.

TD 36, Office Closed-Red Alert-Used to record paid time off without charge to leave for an employee who is not actually working due to an actual terrorist threat (i.e., bomb threat).

TD 37, Transfer of Station. Used to record paid time off without charge to leave for an employee who is being transferred from one duty station to another for an organization's benefit.

TC 66, Other Leave

TD 38, Voting. Time off from work to vote in Federal, state, county, or municipal elections or in referendums on any civic matter in their community. A maximum of 8 hours is allowed per pay period.

Entry Instructions:

Type **66** in the TC field and the number of hours of official leave taken in the applicable Week 1 Hrs/Week 2 Hrs fields.

Type the applicable code (shown above) to identify the type of official leave taken in the Remarks section.

If applicable, type **2** in the Suffix field to record Other Leave hours with night differential. Do not complete the Suffix field for any Other Leave hours that occur outside of the night differential period.

Record the hours in which work was performed on the Sunday holiday using T/C 66 with the following applicable suffix:

Suffix 1, First Shift, Pay Plan FWS

Suffix 2, Night Differential, Pay Plan GS

Suffix 2, Second Shift, Pay Plan FWS

Suffix 3, Sunday Differential, Pay Plan GS

Suffix 3, Third Shift, Pay Plan FWS

Suffix 4, Sunday Differential with Night Differential, Pay Plan GS

Suffix 5, Sunday Differential at the First Shift, Pay Plan FWS

Suffix 6, Sunday Differential at the Second Shift, Pay Plan FWS

Suffix 7, Sunday Differential at the Third Shift, Pay Plan FWS

Type any remaining hours of the holiday in which no work was performed on another line using T/C 66, with no suffix for GS employees and Suffix **1, 2, or 3**, as applicable, for FWS employees.

Nonovertime hours worked on a holiday would also be recorded on a separate line of the T&A using TC 31.

TC 66, Prefix 01, Other Leave for Protective Services

Descriptor	For Future Use
Applies To:	Department of Treasury Secret Service U.S. Customs Service Officers Bureau of Alcohol, Tobacco, and Firearms Internal Revenue Service
Description:	This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. This TC should only be used in conjunction with Suffix 2, 3, or 4 for recording night differential, Sunday differential, or Sunday differential with night differential for protective services duty performed on a holiday.

Entry Instructions:

Type **01** in the Pre field and **66** in the TC field.

Type the applicable number of hours in the Week1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 05, Other Leave (W/ Night Diff @ 15%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers

TC 66, Prefix 05, Other Leave (W/ Night Diff @ 15%)

Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **66** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 10, Other Leave (W/Night Diff @ 20%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This premium pay applies to the entire basic tour of duty.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **66** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 15, Other Leave (W/Night Diff @ 15%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 66, Prefix 15, Other Leave (W/Night Diff @ 15%)

Description:	<p>This TC is used to record hours of administrative leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **15** in the Pre field and **66** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 20, Other Leave (W/ Night Diff @ 20%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of administrative leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **20** in the Pre field and **66** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 50, Other Leave (W/Sunday Diff @ 50%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	50% of basic hourly rate
Description:	<p>This TC is used to record hours of administrative leave used for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **66** in the TC field.

Type the appropriate number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 66, Prefix 61, Time Off Awards

Descriptor	For Future Use
Applies To:	All employees (based on agency policy)

TC 66, Prefix 61, Time Off Awards

Description:	<p>This TC is used to record time off hours used without charge to leave or loss of pay that are granted as an incentive award.</p> <p>Full-time employees may be granted up to 40 hours per award but no more than 80 hours per leave year. Part-time employees may be granted time off up to one-quarter of their biweekly scheduled tour per award and up to one-half of their biweekly scheduled tour per leave year. A personnel action must be processed to enter the time off hours granted.</p> <p>Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours used.</p> <p>Note: Time off hours used can be modified using TINQ Program TI008, Total Time Off & Time Off Awards.</p>
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Entry Instructions:

Type **61** in the Pre field, **66** in the TC field and the number of time off hours used in the applicable Week 1 Hrs/Week 2 Hrs fields.

If applicable, type **2** in the Suffix field to record time off hours with night differential. Do not complete the Suffix field for any time off hours that occur outside of the night differential period.

TC 67, OWCP Injury Leave

Descriptor	For Future Use
Applies To:	All employees
Description:	<p>This TC is used to record the hours of paid absence due to traumatic injury suffered on the job.</p> <p>Employees may receive up to 45 calendar days of paid absence for each traumatic injury suffered on the job.</p> <p>Any charge to TC 67 during a day constitutes the use of that day toward the 45-day limit. Inclusive non-work days preceded and/or followed by OWCP Injury Leave count toward the 45-day limit if evidence of nonability to perform regular duties on those days exists.</p> <p>Unless the injury occurs before the beginning of the workday, time loss on the day of injury should be charged to administrative leave. OWCP Injury Leave begins the day after injury.</p> <p>If the injury occurs during the employee's regular tour of duty and that tour of duty involves additional pay entitlement, record the hours of OWCP using TC 67 with the appropriate suffix.</p> <p>Under the Federal Employees' Compensation Act, an employee who has filed a noncontroverted claim for a job-related traumatic injury is entitled to Continuation of Pay (COP) for up to 45 calendar days of disability. The employee has the option of using accrued sick or annual leave instead of COP. If the employee has elected to use accrued leave but does not have enough to cover all disability during the 45 days, the agency should convert the employee to COP immediately upon the expiration of the leave balance.</p> <p>The Office of Workers' Compensation Program may not pay compensation during the 45 days of COP entitlement. Thus, to place the claimant on leave-without-pay after expiration of accrued leave during the 45-day period would defeat legislative intent by causing a period of wage loss for which compensation could not be awarded.</p> <p>The agency is required to continue pay from the date of the new request for the remainder of the 45 days or until the employee is able to work. The agency is required to change past periods of paid leave to COP.</p>

TC 67, OWCP Injury Leave

Entry Instructions:

Prepare a T&A every pay period for the OWCP Injury Leave if the employee is expected to return to work within 30 days of the date of injury.

Type **67** in the TC field and the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

Show a summary record of the OWCP Injury Leave balance in the Remarks section of the T&A.

For night/shift differential only, type **2** for GS or **2** or **3** for FWS employees. (Suffix 1 indicates 1st shift FWS with no differential.)

TC 67, Prefix 05, Injury Leave @ 15%

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay
Description:	<p>This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **05** in the Pre field and **67** in the TC field.

Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 67, Prefix 10, Injury Leave @ 20%

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay
Description:	<p>This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 67, Prefix 15, Injury Leave @ 15%

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 15% of base pay
Description:	<p>This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential, when the majority of the tour of duty hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 67, Prefix 20, Injury Leave @ 20%

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 20% of base pay
Description:	<p>This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to night differential when the majority of the tour of duty hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **20** in the Pre field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 67, Prefix 50, Injury Leave @ 50%

Descriptor:	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50% of base pay
Description:	<p>This TC is used to record hours of paid absence due to traumatic injury suffered on the job for which the employee is entitled to Sunday differential. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

TC 67, Prefix 50, Injury Leave @ 50%

Entry Instructions:

Type **50** in the Pre field and **67** in the TC field. Type the number of injury leave hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 68, Emergency Military Leave

Descriptor:	For Future Use
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees
Description:	This TC is used to record the hours for which the employee is absent from his/her civilian place of duty because of emergency military duty. Emergency military leave is defined as leave necessary to protect life and property in time of natural disasters, civil disorder, and the like. It is limited to a maximum of 176 hours (22 days) during each calendar year. Copies of military orders or other documentation showing the authority, extent, and nature of the service should be retained. The certified T&A serves as certification that the required documentation is on file. Time recorded using TC 68 creates a positive balance that accumulates during the calendar year.

Entry Instructions:

Type **68** in the TC field and the number of hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

If the emergency military leave occurs during the employee's regular tour of duty and that tour of duty involves additional pay entitlement, type the appropriate suffix in the Suffix field.

TC 68, Prefix 05, Emergency Military Leave (W/Night Diff @ 15%)

Descriptor:	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform

Entry Instructions:

Type **05** in the Pre field and **68** in the TC field.

Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 68, Prefix 10, Emergency Military Leave (W/Night Diff @ 20%)

Descriptor:	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate

TC 68, Prefix 10, Emergency Military Leave (W/Night Diff @ 20%)

Description:	<p>This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officer Pay Reform.</p>
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Entry Instructions:

Type **10** in the Pre field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 68, Prefix 15, Emergency Military Leave (W/Night Diff @ 15%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **15** in the Pre field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 68, Prefix 20, Emergency Military Leave (W/Night Diff @ 20%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of emergency military leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **20** in the Pre field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 68, Prefix 50, Emergency Military Leave (W/Sunday Diff @ 50%)

Descriptor	For Future Use
Applies To:	U.S. Customs Service, Customs Officers
Rate:	Base pay plus 50 percent of base pay
Description:	<p>This TC is used to record emergency military leave hours used for which the employee is entitled to Sunday differential.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **50** in the Pre field and **68** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 69, Home Leave

Descriptor	01
Applies To:	Full-time/Part-time employees performing service abroad
Description:	<p>This TC is used to record the number of home leave hours used and charged against the accrued home leave balance. Home leave is earned by eligible employees for service abroad.</p> <p>Service abroad is defined as service by an employee at a post of duty outside the United States and outside the employee's place of residence if the residence is the Commonwealth of Puerto Rico or a possession of the United States.</p> <p>The accrued home leave is used for vacation in the United States, the Commonwealth of Puerto Rico, or in possessions of the United States.</p> <p>Note: Night differential is applied to all hours within the night differential period for paid absence for holidays, military, and official leave, regardless of the number of hours taken. Night differential is applied when less than 8 hours of paid leave is used. Night differential is not applied when paid leave used is 8 or more hours within a pay period. GS employees are not entitled to night differential for home leave.</p> <p>TD Code</p> <p>The following code may be entered in the TC Descriptor field to enforce restrictions and limitations for special uses and to provide a means to handle agency, OPM, and Congressional reporting needs.</p> <p>TD Code 01, FMLA. Home leave used in lieu of LWOP under the protection of FMLA. See FMLA for more information.</p>

Entry Instructions:

Type **69** in the TC field and the number of home leave hours (minimum is 8 hours) used in one-day increments in the applicable Week 1 Hrs/Week 2 Hrs fields. The number of hours entered on the T&A must not exceed the total hours that have been accrued.

If applicable, type the appropriate code in the Suffix field to record home leave hours used with night differential for FWS employees. If applicable, type the TD Code in the TC Descriptor field.

TC 69, Prefix 05, Home Leave (W/ Night Diff @ 15%)

Descriptor:	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate

TC 69, Prefix 05, Home Leave (W/ Night Diff @ 15%)

Description:	<p>This TC is used to record hours of home leave used (in 15-minute increments) for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>
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Entry Instructions:

Type **05** in the Pre field and **69** in the TC field.
Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.
If applicable, type the TD Code in the TC Descriptor field. See TC 69 for definition.

TC 69, Prefix 10, Home Leave (W/Night Diff @ 20%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	<p>This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>This TC/prefix combination is used to properly record salary costs that are split between the S&E and COBRA appropriation.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year as authorized by Customs Officers Pay Reform.</p>

Entry Instructions:

Type **10** in the Pre field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field.
See TC 69 for definition.

TC 69, Prefix 15, Home Leave (W/Night Diff @ 15%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	15% of basic hourly rate
Description:	<p>This TC is used to record hours of home leave used for which the employee is entitled to night differential when the majority of hours (more than 4) fall between the hours of 3:00 p.m. and midnight.</p> <p>An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.</p> <p>These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.</p>

TC 69, Prefix 15, Home Leave (W/Night Diff @ 15%)

Entry Instructions:

Type **15** in the Pre field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field. See TC 69 for definition.

TC 69, Prefix 20, Home Leave (W/Night Diff @ 20%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	20% of basic hourly rate
Description:	This TC is used to record hours of home leave used for which the employee is entitled to night differential, when the majority of hours (more than 4) fall between the hours of 11:00 p.m. and 8:00 a.m. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **20** in the Pre field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field. See TC 69 for definition.

TC 69, Prefix 50, Home Leave (W/Sunday Diff @ 50%)

Descriptor	01
Applies To:	U.S. Customs Service, Customs Officers
Rate:	50% of basic hourly rate
Description:	This TC is used to record hours of home leave used for which the employee is entitled to Sunday premium pay. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject. These hours are monitored through this TC to ensure that overtime and premium pay do not exceed \$25,000 in a single fiscal year, as authorized by Customs Officers Pay Reform.

Entry Instructions:

Type **50** in the Pre field and **69** in the TC field. Type the appropriate amount of time to be paid in the applicable Week 1 Hrs/Week 2 Hrs fields.If applicable, type the TD Code in the TC Descriptor field. See TC 69 for definition.

TC 70, Logging - Forfeiture of Pay

Descriptor	Not applicable with this TC
Applies To:	Department of Commerce Wage Marines

TC 70, Logging - Forfeiture of Pay

Description:	This TC is used to record a pay forfeiture (by hours) assessed upon an employee as a disciplinary measure while the ship is at sea or at a port other than home port.
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Entry Instructions:

Type **70** in the TC field and the number of hours forfeited in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 71, Leave Without Pay (LWOP)

Descriptor	01, 02, 03, 04, 05, 06, 07, 08
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Applies To:	Full-time/Part-time employees
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Description:	This TC is used to record the hours of nonpay status when the employee is on approved time away from work without pay.
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The T&A should be used to record LWOP for less than 30 days. A personnel action must be processed to place the employee on LWOP for 30 days or more and to return the employee to active status. If the employee was placed on LWOP by processing a personnel action, a T&A should not be processed for the pay period if the employee is on LWOP for the entire pay period. If the employee is on LWOP for only a part of the pay period, a T&A should be processed.

TD Codes

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

TD 01, FMLA. LWOP under the protection of FMLA. See FMLA for more information.

TD 02, OWCP (injury). LWOP used for time absent due to an OWCP injury on the job.

TC 03, OWCP (illness). LWOP used for time absent due to an OWCP occupational illness.

TC 04, LWOP (US reg). used in conjunction with military time off because an employee has exceeded his/her allocation of military time for the year.

TC 05, LWOP (US emergency). LWOP used in conjunction with emergency military time off because an employee has exceeded his/her allocation of military time for the year.

TC 06, Government Closure. LWOP used in conjunction with a government closure (e.g., BEP closes for winter break and employee elects not to use paid leave and/or has insufficient paid leave to cover the break.

TC 07, Lapse in Operations. LWOP used in conjunction with a government closure due to a lapse in appropriations for that department/agency.

TC 08, Allocating Time for TOD. LWOP used to account for time absent during an employee's tour of duty and time beyond the tour of duty is worked and charged to TC 01.

Entry Instructions:

Type **71** in the TC field and the number hours of LWOP in the applicable Week 1 Hrs/Week 2 Hrs fields.

Enter holidays which occur within a period of LWOP as a day of LWOP.

Example: The employee is in nonpay status both on the workday immediately before and on the workday following the holiday. The employee is not entitled to holiday leave. If the employee had been at work the day before or after the holiday, the employee is entitled to holiday leave.

If applicable, type the appropriate TD Code in the TC Descriptor field.

TC 72, Absence Without Official Leave

Descriptor:	For Future Use
Applies To:	Full-time/Part-time employees
Description:	This TC is used to record the hours of nonpaid absence that were not approved. Absence Without Official Leave (AWOL) is unapproved time away from work without pay.

Entry Instructions:

Type **72** in the TC field and the number of hours of AWOL in the applicable Week 1 Hrs/Week 2 Hrs fields.

AWOL subsequently changed to annual leave, sick leave, or LWOP requires a corrected T&A.

Enter holidays which occur within a period of AWOL as a day of AWOL.

Entry Instructions:

TC 73, Suspension

Descriptor:	For Future Use
Applies To:	Full-time/Part-time employees
Description:	This TC is used to record hours of suspension. Employees are placed on suspension in an unpaid status by a personnel action. Suspension is ordered for full days only. Supervisors should inform you when an employee is placed on suspension. A personnel action is required to return these employees to duty.

Entry Instructions:

Enter **73** in the TC field and the number of hours the employee was suspended in the applicable Week 1/Week 2 fields.

The employee is not authorized regular or differential pay while on suspension. Enter holidays which occur within a period of suspension as a day of suspension.

TC 74, Furlough

Descriptor:	For Future Use
Applies To:	Full-time/Part-time employees
Description:	This TC is used to record the hours of nonpay status because of lack of funds, work, or other nondisciplinary reasons. For IRS employees, see TC 17, Prefixes 21 and 22. Personnel actions are required to place an employee on furlough for 1 day or more and to return the employee to duty.

Entry Instructions:

Type **74** in the TC field and the number of furlough hours in the applicable Week 1 Hrs/Week 2 Hrs fields.

TC 89, Imprest Fund

Descriptor:	For Future Use
Applies To:	Full-time/Part-time GS employees Full-time/Part-time FWS employees

TC 89, Imprest Fund

Description:	This TC is used to record deductions for repayment of an emergency salary advanced payment which was made to an employee from an Imprest Fund. For all entries made against TC 01 and TC 89, enter the same accounting code used on the SF-1165, Receipt for Cash-Subvoucher, which initially authorized the imprest fund payment. If stored accounting is used, do not enter accounting data. Emergency salary payments may be requested for a newly gained employee through the manual processing of a split T&A.
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Entry Instructions:

Enter **89** in the TC field.

When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Enter the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter an amount of \$99.99, enter **99 . 99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format: Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left. Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

TC 91, Quarters

Descriptor:	For Future Use
Applies To:	All employees
Description:	This TC is used to record deductions from an employee's pay when quarters are provided by the government. Quarters deductions from an employee's pay are accomplished on the basis of payroll data stored in the employee's database. The rate and amount deducted from the employee's salary each day or each pay period must be established by processing a personnel action.

Entry Instructions:

If quarters deductions are based on a daily rate, type **91** in the TC field and the number of days the employee resided in government quarters in the applicable Week 1 Hrs/Week 2 Hrs fields (e.g., 14 days is recorded as **14** in the whole hours portion of the field and **0** in the fractions portion of the field).

Type the accounting data to be charged in the accounting data fields, as applicable.

If quarters are based on a pay period rate, type **91** in the TC field. Do not complete the Week 1 Hrs or Week 2 Hrs fields.

Type the applicable accounting data to be charged, applicable.

TC 92, Meals

Descriptor:	For Future Use
Applies To:	All employees

TC 92, Meals

Description:	This TC is used to record deductions from an employee's pay when meals are provided by the government. See TC 17, Prefixes 11 and 18, for law enforcement meal period credit under FLSA.
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Entry Instructions:

Type **92** in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar amount pop-up appears.

Type the dollar amount being reported.

Note: Monetary entries can only be entered in the Week 1 Hrs field.

Example: To enter an amount of \$99.99, type **99 . 99** in the Enter Total Dollar amount pop-up and then click **[OK]**.

In the display portion of the Biweekly T&A, the transit subsidy will be reflected in the following format:

Ninety-nine dollars will display in Week 1. The decimal point shifts one position to the left.

Ninety-nine cents will display in Week 2. The decimal point shifts two positions to the right.

Note: Only an amount up to \$199.98 can be entered per line. If the total amount exceeds \$199.98, the remaining amount must be entered on additional lines.

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 STAR 4.0. 1](#)
[Access And Security. 5](#)
[Adding A New Employee. 27](#)
[Advance Leave Table. 61](#)
[Agency/NFC Responsibilities. 4](#)
[Annual Leave Category Table. 60](#)
[AWS Table. 60](#)

B

[Biweekly T&A Tab Field Instructions. 54](#)
[Building JCL. 23](#)

C

[Change Password Page Pop-up Field Instructions. 41](#)
[Changing Your Password. 11](#)
[Contact Point JCL Tab Field Instructions. 45](#)
[Contact Point Tab Field Instructions. 43](#)

D

[Database Security. 6](#)

E

[Employee Detail Tab Field Instructions. 47](#)
[Establishing/Updating Contact Points. 22](#)
[Exiting STAR 4.0. 10](#)

F

[Feedback. 17](#)
[Feedback Pop-up Field Instructions. 41](#)
[Field Instructions For Getting Started In STAR 4.0. 41](#)
[Field Instructions For Using STAR 4.0. 43](#)
[Fractions Of Hours Table. 59](#)

G

[Getting Started In STAR 4.0. 9](#)

H

[Hardware And Software Requirements. 3](#)
[Help For STAR 4.0. 9](#)

I

[Importing T&As. 25](#)

L

[Leave Acct Tab Field Instructions. 53](#)
[Leave Type Table. 20](#)

M

[Maintaing An Employee's Leave Account. 29](#)
[Maintaining An Employee's Header. 28](#)
[Merging A Split T&A Back Into One T&A. 37](#)
[Moving An Employee From One Contact Point To Another. 23](#)

N

[Navigating The Contact Point List. 24](#)

P

[Pay Period Calendar, 21](#)
[Pop-Ups And Command Buttons, 11](#)
[Preparing A Biweekly T&A, 34](#)
[Preparing A Corrected T&A, 38](#)
[Preparing A Split T&A, 35](#)
[Preparing T&As, 33](#)
[Printing T&As, 38](#)

R

[Record Retention Requirements, 3](#)
[Related Procedures-Time And Attendance Instructions
And T&A Validation System \(TIME Edit Messages\),
4](#)
[Related Systems, 3](#)
[Requesting Access To STAR 4.0, 6](#)
[Rolling Over T&As, 26](#)

S

[Select An Action Drop-down Menus, 12](#)
[Sick Leave Category Table, 60](#)
[Special Type Table, 59](#)

[Split End And Start Pop-up Field Instructions, 56](#)
[STAR 4.0 Logon Page Pop-up Field Instructions, 41](#)
[STAR 4.0 Navigating Features, 11](#)
[STAR 4.0 Overview, 1](#)
[STAR 4.0 Reference Tables, 59](#)
[STAR 4.0 Tables, 19](#)
[STAR 4.0 Users, 2](#)
[STAR Move Employees Pop-up Field Instructions, 45](#)
[Starting STAR 4.0, 10](#)
[Status Table, 60](#)

T

[T&A Header Tab Field Instructions, 48](#)
[Transaction Code Table, 19](#)
[Transaction Codes, 61](#)
[Transmitting T&As, 40](#)

U

[Using STAR 4.0, 19](#)

W

[Work Schedule Table, 59](#)