

## **T&A Coding Guidance**

**January 26, 2019**

### **Employee Designations and T&A Guidance –**

The following guidance is provided to ensure the proper coding and processing of T&A records for retroactive pay for the period of lapse in appropriations that began on December 22, 2018, which impacts PP 25, PP 26, PP 01, and PP02.

- Furloughed
- Excepted – Funded (Less than full-time)
- Excepted – Not-Funded

Note: This guidance does not apply to any pay periods in which an employee received pay for their entire official tour of duty, or have submitted a T&A record reflecting pay for their entire official tour of duty, even if pay hasn't been received yet for that pay period.

### **Coding of T&As –**

Initial submissions of T&As **MUST** be submitted to the National Finance Center (NFC) in sequential order. Corrected T&As can be submitted at any time.

Employees who submitted T&A records for any of the pay periods due to having partial funding, must submit corrected T&As using the appropriate guidance below for the corrected time period. Corrected T&As must be completed and submitted by the employee's Timekeeper.

#### Impacted Pay Periods:

PP 25 – December 9, 2018, through December 22, 2018

PP 26 – December 23, 2018, through January 5, 2019

PP 01 – January 6, 2019, through January 19, 2019

PP 02 – January 20, through February 2, 2019

PP 25 only: Employees will have to work with their Timekeeper to submit corrected T&As for Saturday, December 22, 2018, and change transaction code 74, "Furlough" to the actual number of hours worked. Saturday is the only impacted day during PP 25.

#### Furloughed Employees

- All hours of an employee's regular tour of duty, should be coded as hours worked under the pay transaction code normally used by each employee to report their time (i.e. transaction code "01", Regular Base Pay), charged to an appropriate funding code.

- Federal Office Closures (e.g., January 14, 2019, in Washington, DC area) – Code all hours under transaction code 66 “Weather and Safety Leave,” if this would have been a regular scheduled work day.
- Federal Office Delayed Arrival or Early Dismissal (e.g., 2-Hour delayed arrival on January 15, 2019, in Washington, Dc area) – Code the maximum designated hours of delayed arrival or early dismissal under transaction code 66, “Weather and Safety Leave,” and all other hours under the pay transaction code normally used to report time.
- Federal Holidays: December 24, December 25, 2018, and January 1, 2019 (PP26); and January 21, 2019 (PP02), should be coded under transaction code 66, “Paid Holiday Time Off”.

Note: Employees on a flexible work schedule can only receive up to eight (8) hours of holiday pay; therefore, those with a work requirement of more than eight (8) hours for the day should code the number of hours needed to complete the work day requirement under transaction code 66, “Administrative Leave”.

- Previously approved paid leave (i.e., annual, sick, credit, compensatory time, etc.) should **NOT** be coded, with the exception of previously approved COP, as all leave is canceled during a furlough period.
- Previously approved Leave Without Pay (LWOP) will remain LWOP.
- Previously approved Continuation of Pay (COP) under the Federal Employee’s Compensation Act, will remain COP.

#### Excepted Employees – Not Funded

- All hours that an employee worked should be coded as hours worked under the pay transaction code normally used by each employee to report their time (i.e. transaction code “01”, Regular Base Pay), to include overtime, credit hours, etc., charged to an appropriate funding code.
- All hours in which an employee was on approved absence from duty and considered “furloughed” for that absence, should code those hours as hours worked under the pay transaction code normally used by the employee to report time.
- Federal Office Closures (e.g., January 14, 2019, in Washington DC area) – Federal offices closed: For telework ready employees who worked, code hours worked under “telework home”. All hours not worked for telework-ready and non-telework ready employees, should be coded under transaction code 66, “Weather and Safety Leave”.
- Federal Office Delayed Arrival or Early Dismissal (e.g., 2-Hour delayed arrival on January 15, 2019, in Washington, DC area) If worked at the traditional work site, code up to maximum designated hours (as appropriate) of the delayed arrival or early dismissal under transaction code 66 “Weather and Safety Leave,” and the rest under the pay transaction code normally used to report time.
- Federal Holidays: December 24, December 25, 2018, and January 1, 2019 (PP26); and January 21, 2019 (PP02), should be coded under transaction code 66, “Paid Holiday Time Off”.

Note: Employees on a flexible work schedule can only receive up to eight (8) hours of holiday pay; therefore, those with a work requirement of more than eight (8) hours for the day should code the number of hours needed to complete the work day requirement under transaction code 66, “Administrative Leave”.

- Previously approved paid leave (i.e., annual, sick, credit, compensatory time, etc.) should **NOT** be coded, as all leave is canceled during a furlough period.

#### Excepted Employees – Funded (Less than Full-Time)

Corrected T&As will have to be coded by the employee’s Timekeeper and submitted for any pay period in which a T&A record was previously submitted to the National Finance Center. All hours of an employee’s designated tour of duty that was coded under transaction code 74, “furlough”, should be corrected to reflect:

- Hours worked under the pay transaction code normally used by each employee to report their time (i.e. transaction code “01”, Regular Base Pay), charged to an appropriate funding code.
- Federal Holidays: December 24, December 25, 2018, and January 1, 2019 (PP26); and January 21, 2019 (PP02), should be coded under transaction code 66, “Paid Holiday Time Off”.

Note: Employees on a flexible work schedule can only receive up to eight (8) hours of holiday pay; therefore, those with a work requirement of more than eight (8) hours for the day should code the number of hours needed to complete the work day requirement under transaction code 66, “Administrative Leave”.

- Federal Office Closures (e.g., January 14, 2019, in Washington, DC area) – Code all hours under transaction code 66 “Weather and Safety Leave”.
- Federal Office Delayed Arrival or Early Dismissal (e.g., 2-Hour delayed arrival on January 15, 2019, in Washington, DC area) – Code the maximum designated hours of the delayed arrival or early dismissal under transaction code 66, “Weather and Safety leave,” and the rest under the pay transaction code normally used to report time.
- Previously approved paid leave (i.e., annual, sick, credit, compensatory time, etc.) should **NOT** be coded, approved time off is considered furlough hours.