Chapter 20

Time and Attendance/Leave

Time and Attendance covers reporting and record keeping for the basic work requirement (schedule) of working hours which an employee accounts for through job performance or leave during a pay period. **TIME AND ATTENDANCE RECORDS MUST BE RETAINED FOR SIX (6) YEARS FOR CURRENT EMPLOYEES AND TEN (10) YEARS FOR FORMER EMPLOYEES.**

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References:

P&P 402.1 - Flexible Work Schedules
P&P 402.3 - Premium Pay
P&P 402.5 - Flexible Workplace Arrangements
P&P 402.6 - Leave
P&P 413.8 - Student and Volunteer Community Service
P&P 461.6 - REE Employees Appearing as Witnesses Judicial Proceedings; Process in Suits Against the United States
NFC Procedures - Title I, Payroll/Personnel Manual, Chapter 7 Time and Attendance Procedures, Section 1, Time and Attendance Instructions
NFC Procedures - Title I, Payroll/Personnel Manual, Chapter 7 Time and Attendance Procedures, Section 2, Personal Computer Time & Attendance Remote Entry System (PC-TARE) Version 2.0
NFC Procedures - Title VI, NFC Systems Access Procedures, Chapter 10, Time and Attendance Remote Entry, Section 2, PC-TARE (For Timekeepers)
ARS Electronic Time and Attendance Transmission System User's Manual
Form AD 717 - Leave Audit Form
Form AD 581 - Lump Sum Leave or Compensatory Time Payments
Form ARS 331 - Time and Attendance Log Master Schedule
REE 3 - Leave Transfer Program - Leave Recipient Application
REE 4 - Leave Transfer Program - Donor Application

Cross References: Chapter 10 - Human Resources

Points of Contact:

For info on PCTARE...
Ms. Louise Dalton, Area T&A Coordinator
Secretary to the Associate Area Director
USDA-ARS-NPA
1201 Oakridge Drive, Suite 150
Fort Collins, CO 80525-5562
Telephone: (970) 229-5558
Fax: (970) 229-5565
E-Mail: daltonl@npa.ars.usda.gov

For info on policy...
Ms. Jan Jones
Area Personnel Assistant
USDA-ARS-NPA
1201 Oakridge Drive, Suite 150
Fort Collins, CO 80525-5562
Telephone: (970) 229-5502
Fax: (970) 229-5536
E-Mail: jonesj@npa.ars.usda.gov

Headquarters...for policy
Denise Corbitt, Personnel Mgmt. Spec.
USDA, ARS, AFM, HRD, RPB
GWCC - Beltsville
5601 Sunnyside Ave.
Beltsville, MD 20705-5103
Telephone: (301) 504-1443
Fax: (301) 504-1485
E-Mail: dcorbitt@ars.usda.gov

.....for T&A's
Judy Capozzi, Personnal Asst.
USDA, ARS, AFM, HRD, RPB
GWCC - Beltsville
5601 Sunnyside Ave.
Beltsville, MD 20705-5103
Telephone: (301) 504-1468
Fax: (301) 504-1485
E-mail: jcapozzi@ars.usda.gov

Electronic Timekeeper Procedures

Explicit instructions are found in the ARS Electronic Time & Attendance Transmission System User's Manual.

In the Manual, the reference is: NFC Procedures, PC-TARE (for Timekeepers), Title VI, NFC Systems Access Procedures, **Chapter 10** , Time and Attendance Remote Entry, Section 2, PC-TARE for Timekeepers.

Also in the Manual is a "Miscellaneous Section" which contains abbreviated step-by-step directions entitled, "T&A Quick Reference Guide," "Timekeeper Procedures," "Consolidation & Transmission Procedures."

Chapter 10 also includes information on record retention requirements, key functions, system access, option selection, confirmation reports, T&A fields, error messages, file and data recovery.

T&A Transaction Code Table

Individual transaction codes are explained in detail in NFC Procedures, Time and Attendance Instruction, Title I, **Chapter 7**, Section 1. Within Section 1, there are subsections from 1-6. Section 2 - Recording Time, is where you will find the explanation of the codes.

Also in **Chapter 7**, you will find information on responsibilities, special handling, T&A worksheet, various recording instructions, and transaction code table.

Attach 1 - T&A Transaction Code Table

Policies and Procedures

The 3 P&P's that you will have to refer to the most are:

402.1 - Flexible Work Schedules

This P&P establishes the work schedules for the REE agencies. These include the traditional schedule, flexitour schedule, and the maxiflex schedule.

Contained in this P&P are explanations for tours of duty, basic work requirements, the various time bands and schedules, credit hours, and responsibilities.

402.3 - Premium Pay

This P&P identifies the who, when, and how associated with premium pay for REE employees. Premium pay includes overtime, compensatory time, Sunday and night pay and differential, holiday pay, travel, training, and attendance at meetings.

Included is information for overtime work determinations, religious time off, various differentials, holiday pay, official travel/temporary duty station, training, meetings, and responsibilities.

402.6 - Leave

This P&P provides the legal and regulatory policy and procedures applicable to granting, approving, crediting, recording, or restoring leave.

Specifically, some of the subjects covered in detail are: annual leave, leave transfer program, sick leave, leave without pay, family and medical leave, home leave, military leave, other leave

Attach 2 - Form AD-581, Lump sum leave or compensatory time payments and instructions for completion. (In appendix C of 402.6) Filled out when an employee leaves the service.

Attach 3 - Example of a Form AD-717, Audit with instructions. Used in resolving leave error reports, and is filled out when an employee leaves the service. Automated form available on the Internet at: www.ars.usda.gov/afm/hrd/hrdhomepage/webforms/wpforms.htm

T&A Errors and Tips

This procedure provides information on the T&A correction process used at NFC. This information can be used to help avoid errors when preparing T&A's.

Attach. 4 - Cover Sheet and Table of Contents for T&A Errors and Tips

ARS-331 - Schedule (2 variations attached)

Depending on policy of your particular office, you may need the 331 that has fields for signing in and out.

Attach. 5 - ARS-331, **with** fields for signing in and out.
Attach. 6 - ARS-331, **without** fields for signing in and out.

T&A TRANSACTION CODE TABLE

01 - REGULAR TIME
04 - SUNDAY DIF
05 - SUNDAY DIFF W/ND
11 - NIGHT DIFF
12 - COMP TIME W/ND
13 - NIGHT DIFF SUN
14 - HAZARD PAY DIFF
17 - COMMUTE GOV AUTO
18 - INVALID FOR ARS
19 - O/T OVR 8HRS DAY
21 - O/T OVR 40HRS WK
22 - INVALID FOR ARS
23 - O/T UNDER FLSA
24 - O/T TRAVEL TIT V
25 - O/T EX 40H WK ND
26 - O/T OVR 8HR DAY ND
29 - CRED LEAVE EARN
30 - O/T CALL BACK NW
31 - HOLIDAY WORK
32 - COMP TIME LU O/T
33 - INVALID FOR ARS
35 - REG TIME BAS-NEG
36 - REG TIME MD-TERM
37 - REG TIME ON-GO
38 - REG TIME GRV-APP
40 - HOME LEAVE EARN
41 - AD UNCONTROL O/T
45 - BEGIN COST LIV
46 - BEG FORGN POST/D
47 - DISC COST LIV
48 - DISC FORGN POST/D
49 - QTRS ALLOWANCE
50 - CREDIT LEAVE TAK
60 - COMP USED - RELG
61 - ANNUAL LEAVE
62 - SICK LEAVE
63 - RESTORED ANN LV
64 - COMP TIME USED
65 - MILR LEAVE - REG
66 - OTHER LEAVE
67 - OWCP INJURY LV
68 - MILR LEAVE EMERG
69 - HOME LEAVE USED
71 - LWOP
72 - AWOL
73 - SUSPENSION
74 - FURLOUGH
86 - INVALID FOR ARS
89 - IMPREST FUND DED
91 - QTRS/SUBS DEDUCT
92 - MEALS DEDUCTION

1 SOCIAL SECURITY NUMBER	2 NAME (Last, First, Middle Initial)

3 AGENCY CODE	4 DATE OF SEPARATION (If Applicable)			5 TYPE PYMT. 0 = Interim 1 = Final		6 20% TAX 0 = N / A 1 = 20% Tax	7 MINUS S/L 0 = N / A 1 = Forgiven	8 PAY COLA 0 = No 1 = Yes	9 PAY AUO 0 = No 1 = Yes	UNITED STATES DEPARTMENT OF AGRICULTURE
	Month	Day	Year	LUMP SUM	COMP					**LUMP SUM LEAVE OR COMPENSATORY TIME PAYMENTS**

10 WAGE EMPLOYEE SHIFT RATE HOURS				11 DATES LUMP SUM PAYMENT CARRIES THROUGH			12 HOURS APPLICABLE TO LAST DAY OF LSP	13 TOTAL HOURS TO BE PAID
1ST	2ND	3RD	VAR	A A/L RESTORED MO DAY YEAR	B A/L WITHIN CEILING MO DAY YEAR	C A/L ABOVE CEILING MO DAY YEAR		

GENERAL INSTRUCTIONS

Prepare a separate document for either a Lump Sum Payment or a Compensatory Time Payment. Do not complete blocks 7 through 12 for a Compensatory Time Payment.

SEE REVERSE FOR COMPLETION INSTRUCTIONS OF EACH BLOCK.

24 ACCOUNTING DATA USAGE CODE 0 = Complete Block 25 1 = Use Data Base	26 TOTAL LINES OF ACCOUNTING DATA	27 REMARKS

25 ACCOUNTING DATA	HOURS	FRAC
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

28 EMPLOYING OFFICE CODE	29 REHIRE DATE AFTER SEPARAT'N Month	Day	Year

30 T&A CONTACT POINT AGENCY	STATE	TOWN	UNIT	TIMEKPR.

31 TOUR OF DUTY (Hours Per Day)

1ST WEEK SUN	MON	TUES	WED	THURS	FRI	SAT	2ND WEEK SUN	MON	TUES	WED	THURS	FRI	SAT

32 AUDIT FOR LEAVE		BROUGHT FORWARD	EARNED	USED	BALANCE OR TOTAL	B LEAVE YEAR
A TYPE LEAVE	Restored Annual					19
	Annual					C LEAVE CATEGORY
	Sick					D SERVICE COMPUTATION DATE
	AWOP					E EOD (If in year of Audit)
	Comp	(1)				RATE
		(2)				RATE
		(3)				RATE

33 APPROVAL AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE	DATE	FOR NFC USE ONLY INITIALS AND DATE

TO BE RETAINED BY AGENCY

FORM AD-581 (REV. 2/83)

INSTRUCTIONS

Block 1 – Enter employee's social security number.

Block 2 – Enter employee's last name, first name, and middle initial.

Block 3 – Enter the two-digit agency code for the agency charged with the payment.

Block 4 – Enter the separation date, if applicable.

Block 5 – Enter applicable code. Only one block should contain an entry.

Block 6 – Enter "0" if the payment will be taxed according to the tax code in the employee's payroll master. Enter "1" if the 20% tax is to be applied to the payment.

Block 7 – Enter "0" if there is no advance sick leave to be forgiven. Enter "1" if the employee has advance sick leave to be forgiven.

Block 8 – Enter "0" if there is no COLA to be paid. If there is a COLA amount due the employee, enter "1".

Block 9 – Enter "0" if there is no Administratively Uncontrollable Overtime (AUO) to be paid. Enter "1" if AUO is due.

Block 10 – When the payment to be made is based on wage shift rates, enter the number of hours under the appropriate rate column. Fractions of an hour may be entered as "1/2", "3/4", etc.

Block 11 – Enter the projected date through which the lump sum payment carries for A - annual leave restored; B - annual leave within ceiling; and C - annual leave above ceiling.

Block 12 – Enter the hours applicable to the last day of the lump sum payment.

Block 13 – Enter the total hours to be paid.

Block 24 – Enter "0" if accounting data is furnished in block 25. Enter "1" if accounting data in employee's data base record is to be used.

Block 25 – Enter accounting data codes to which the payment is being charged and the number of hours charged to each code. Leave blank if "1" is entered in block 24.

Block 26 – Enter the total amount of line items completed in block 25.

Block 27 – Enter any information pertinent to the payment which is not furnished elsewhere on the form.

Block 28 – Enter the four-digit employing office code.

Block 29 – Enter the date the employee was rehired, if previously separated.

Block 30 – Enter the T&A contact point.

Block 31 – Enter daily hours for employee's established tour of duty.

Block 32 –
a. Enter amount of leave brought forward, earned, used, and balance or total on hand for each type leave (restored annual, annual, sick, AWOP, and comp). Enter the rate used to compute comp time.
b. Enter leave year being audited.
c. Enter employee's leave category
d. Enter employee's service computation date.
e. Enter date employee entered on duty only if date is in year of audit.

Block 33 – Enter signature and title of agency official authorized to approve payment, and the date the form is prepared.

Form AD-581 (Reverse)

AUDIT FOR LEAVE YEAR 19__	NAME	SOCIAL SECURITY NUMBER	COMPLETE CONTACT POINT	SERVICE COMPUTATION DATE	EOD *(If in year of audit)*	SEPARATION DATE

PAY PERIOD	ANNUAL LEAVE RECORD						SICK LEAVE RECORD						ABSENCE WITHOUT PAY RECORD (LWOP, AWOL, SUSPENSION, FURLOUGH)		
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (–)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (–)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
TOTALS YTD															

REMARKS	CERTIFIED CORRECT *(Signature)*	DATE

FORM AD–717 (USDA) (Revised 8/96)

AUDIT FOR LEAVE YEAR 19__	NAME	SOCIAL SECURITY NUMBER	COMPLETE CONTACT POINT	SERVICE COMPUTATION DATE	EOD *(If in year of audit)*	SEPARATION DATE

PAY PERIOD	ANNUAL LEAVE RECORD						SICK LEAVE RECORD						ABSENCE WITHOUT PAY RECORD (LWOP, AWOL, SUSPENSION, FURLOUGH)		
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (–)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (–)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
1															
2															
3															
4															
5															
6															
7															
8															
9															
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19															
20															
21															
22															
23															
24															
25															
26															
TOTALS YTD															

REMARKS	CERTIFIED CORRECT *(Signature)*	DATE

FORM AD–717 (USDA) (Revised 8/96)

INSTRUCTIONS

When a listing of leave errors is received, immediately audit all T&A's through the pay period shown at the top of the listing. **If the audit reveals an error on a T&A** which, if corrected, would make the T&A balance agree with the data base balance, update the current T&A to show the correction. **If the data base is in error**, complete this audit form and return to your servicing personnel office to have the data base updated. **If both are in error**, (1) complete this audit form and return to your servicing personnel office and (2) update the current T&A to show the correct balance. The personnel office will either correct the error in TINQ or forward the audit to NFC for correction. If the audit is being done to correct leave shown on an SF–1150 or an AD–581, follow the instructions in 1 and 2 below.

1. Complete the following blocks: Audit for Leave Year 19____ , Name, Social Security Number, Complete Contact Point, Service Computation Date, EOD (Entered On Duty) (if in year of audit), and Separation Date. Copy the contact point from the top of the T&A.
2. Begin the audit with correct totals in the Brought Forward From Prior Period column.
   - If the employee forfeited leave in the prior year, do not include the hours forfeited.
   - If the employee entered on duty in the year of audit, begin with the pay period in which the EOD date falls.
   - If the employee had more that one appointment in the year of audit, show the leave record for each appointment.
   - If the employee had prior service, the servicing personnel office will enter the data from the SF–1150 in the Payroll/Personnel Remote Entry System (PRES). Notify your servicing personnel office to assure information is submitted via PRES.
3. **Part-Time Employees**. Part-time employees earn leave in accordance with regulations in FPM Supplement 990–2, Book 630, Subchapter S2–3–b–4.
   - If the data base must be changed for a part-time employee, complete the Part-Time Carryover Hours column.
   - A part-time employee does not earn leave accruals for partial pay periods at the beginning or end of service.
   - Carryover hours (i.e., those hours insufficient to earn the minimum of one hour of leave) are maintained whenever a part-time employee changes from part-time to full-time. If a part-time employee is terminated, the carryover hours are lost. (Refer to the Time and Attendance handbook for more information.)
   - Hours charged to Transaction Codes 29 and 31 are not counted for leave computation purposes. Any hours over 80 are not included in the annual leave accrual computation for the pay period nor are they carried over to a subsequent week for leave accrual computation purposes.
   - All hours worked in excess of the basic work requirement, including overtime, are counted in determining the biweekly annual and sick leave accruals, up to a maximum of 80 hours in a pay status per pay period.
   - Part-time employees in Leave Category 6 do not accrue an additional 4 hours of leave in the last complete pay period of the leave year as do full-time employees in Category 6.
   - Annual leave accruals:

     Category 4 – 1 hour for each 20 hours in pay status

     Category 6 – 1 hour for each 13 hours in pay status

     Category 8 – 1 hour for each 10 hours in pay status
4. **Leave Donors and Recipients**. Any leave donated or received through the Leave Sharing/Bank Programs should be indicated in the Donated Leave or Donated Leave Received columns as appropriate.
   - If an employee **donates annual leave**, precede the hours donated with a minus sign (-) in the Annual Leave Record.
   - If an employee **receives donated leave**, precede the hours received with a plus sign (+) in the Annual Leave Record.
   - If an employee **receives donated annual leave that has been converted to sick leave**, enter the hours in the Donated Leave Received column in the Sick Leave Record.
5. **Compensatory (Comp) Time**. The Comp Time Record must show the hourly rate at which comp time is to be paid. The data base maintains the Comp Time Record for only 3 consecutive years. Payment of comp time, other than that used under T/C 64, must be requested on an AD–581.
6. All audit forms must be certified correct and dated.

ARS

T&A ERRORS & TIPS

(Derived from NFC publication "*T&A Validation System (TIME) Edit Messages*")

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[1] Number 3 error in ARS (1,522 instances)

[2] Number 1 error in ARS (2,151 instances)

(Last Revised 08/22/97)

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[3] Number 2 error in ARS (1,804 instances)

(Last Revised 08/22/97)

SCHEDULE

1. Employee Name	2. SSN:	3. Year:	4. Pay Period: FROM: TO:	5. Balances Brought Forward *(optional)* : Annual_____ Sick_____ Credit _____ Comp_____

6. Scheduled Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7. Certifications: Approved _____ Date _____			Wk1	Wk 2
Actual hours: In:																			
Out:																			
In:																			
Out:																			
In:																			
Out:																			

TIME IN PAY STATUS

8. Accounting Data -	9. Time in Pay Status (Hours) Including Paid Absences																		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Prefix	Code	Suffix	Wk 1	Wk 2
REGULAR																01			
OVERTIME																21			
CR LV USED																50			
ANNUAL LEAVE																61			
SICK LEAVE																62			
COMP LV USED																64			
HOL/OTHER/ADM																66			
FAMILY LEAVE																62			
.1=15; .2-30; 3=45 MIN																			
Total Time with Pay																			

OTHER TIME

12. Other Time (Hours)																			
CR LV EARMED																29			
COMP TIME EARNED																32			
LWOP																71			

REMARKS:

I request comp time in lieu of overtime:

Employee Signature: _____

Employee Initials_____ Supervisor Initials_____

ARS-331 (11/94)
(Local Reproduction)

SCHEDULE

1. Employee Name:			2. SSN:			3. Year:		4. Pay Period: _____ from: _____ to:					5. Balances Brought Forward (optional): Annual _____ Sick _____ Credit _____ Comp _____				
6. Scheduled Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7. Certification: Approved _____ Date _____	WK 1	WK 2

TIME IN PAY STATUS

8. Accounting Data - Description	9. Time in Pay Status (Hours) Including Paid Absences														10. Transaction			11 Total Hrs	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Prefix	Code	Suffix	WK 1	WK 2
REGULAR TIME																01			
ANNUAL LEAVE																61			
SICK LEAVE																62			
COMP LV USED																64			
CREDIT LV USED																50			
ADMIN LEAVE																66			
Total Time with Pay																			

OTHER TIME

12. Other Time (Hours)																			
CREDIT TIME EARN																29			
COMP TIME EARN																32			
LWOP																71			

REMARKS:

I request comp time in lieu of overtime:

Employee initials _____ Supervisor initials _____

ARS-331 (11/94)
(Local Reproduction)

Attachment 6

INSTRUCTIONS FOR COMPLETING SCHEDULE & HOURS WORKED

ITEMS 1-3: Self-explanatory.
ITEM 4: Enter pay period number and date.
ITEM 5: Balances brought forward (for optional use by employee).
ITEM 6: Employee shows hours scheduled each day. For GS employees scheduled between 6pm-6am, hours between 6am-6pm must be entered first, then hours between 6pm-6am followed by "N" must be entered in the lower portion of the block. For WG employees for whom a majority of their scheduled hours fall between 3pm and midnight, the hours scheduled must be entered followed by "N1." For WG employees for whom a majority of their scheduled hours fall between 11pm and 8am, the hours scheduled must be entered followed by "N2."
ITEM 7: Supervisory approval of schedule and total hours scheduled each week.
ITEM 8: Timekeepers will enter commonly used descriptions prior to handing out forms.
ITEM 9: At end of each day, employee will enter the appropriate number of hours for each applicable code.
ITEM 10: For timekeeper use only.
ITEM 11: Enter totals for each code for Week 1 and Week 2.
ITEM 12: At end of each day, enter the appropriate number of hours for each applicable code.

GENERAL RULES FOR USE OF PREFIXES & SUFFIXES

Refer to timekeeper's copy of NFC's PPPM, Ch 21, dated 9/93, pages 23-24.

Prefix

- Use a % for all Wage Grade (WG) employees on an environmental differential
- "9" will be used with TC49 for all employees eligible for Danger Pay.
- "61" will be used with TC66 for all employees receiving time off awards.
- "77" will be used with TC32 for all employees eligible for religious, compensatory time worked.

Suffix

- "1"-"4" will be used for all WG employees.
- "2"-"4" will be used for General Schedule (GS) employees eligible as union representatives and for paid absences of GS employees entitled to night, Sunday or night and Sunday differentials.
- "5"-"7" will be used, instead of "1"-"4", for WG employees entitled to Sunday differential.
- "3" will be used with TC66 for full time GS employees eligible for time worked on a Sunday holiday.
- "4" will be used with TC66 for full time GS employees eligible for Sunday and night differential worked on a Sunday holiday.

TRANSACTION CODES

01--Regular Time - Base Rate
04--Sunday Differential
05--Sunday Differential with Night Differential
11--Night Differential
12--Compensatory Time Earned with Night Differential
13--Night Differential on Sunday Double Time (See T/C 22)
14--Hazard Pay Differential
17--Commute Use of Government Auto
19--Overtime Over 8 Hours Per Day Within 40 Hour Week
21--Overtime Over 40 Hours Per Week
23--Overtime Under FLSA Only
24--Overtime Travel Under Title V
25--Overtime In Excess of 40 Hours Per Week With Night Differential
26--Overtime Over 8 Hours Per Day Within 40 Hour Week With Night Differential
29--Credit Leave Earned
30--Overtime Call Back - No Work Performed - Compensable Under Title V Only
31--Holiday Work
32--Compensatory Time Earned In Lieu of Overtime at the Premium Rate
35--Regular Time - Basic, Nonegotiations or Reopener Negotiations
36--Regular Time - Mid Term Negotiations
37--Regular Time - On-going Labor-Management Relationship
38--Regular Time - Grievances and Appeals
40--Home Leave Earned
45--Begin Cost of Living Allowance
46--Begin Foreign Post Differential
47--Discontinue Cost of Living Allowance
48--Discontinue Foreign Post Differential
49--Remote Worksite Allowance/Quarters Allowance
60--Credit Leave Taken
60--Compensatory Time Used - Religious Observance
61--Annual Leave Taken
62--Sick Leave Taken
63--Restored Annual Leave
64--Compensatory Time Used
65--Military Leave - Regular
66--Other Leave Taken
67--OWCP Injury Leave
68--Military Leave - Emergency
69--Home Leave
71--Leave Without Pay (LWOP)
72--Absence Without Official Leave (AWOL)
73--Suspension
74--Furlough
86--Commissary Deduction
89--Imprest Fund Deduction
91--Quarters/Subsistence Deduction
92--Meals Deduction