SUBJECT: Timekeeping Handbook

1. **Purpose.** This directive provides procedures for preparing time and attendance requests, leave requests and reporting requirements. In addition, it establishes responsibilities within GSA for employees, timekeepers, and supervisors regarding time and attendance processing and reporting.

2. **Background.** The Timekeeping Handbook establishes procedures for the timekeepers and certifiers to prepare and authorize time and attendance reporting. The revisions to the existing policy and procedure directive directs the use of the new leave and overtime request system and provides general guidance on the use of the new system.

3. **Applicability.** The provisions of this handbook apply to all organizational elements of GSA.


5. **Policy.** [OAD P 6010.4, Time and Leave Administration](#) establishes the GSA policy for time and leave administration.

6. **Procedures.** CFO 4282.1B, Timekeeping Handbook establishes procedures for time and attendance processing, authorization and reporting. This includes:

   - Authorizing the Authorized Leave & Overtime Help Application (ALOHA) and publishing exception tables for processing leave and overtime requests;
   - Providing timekeeper procedures for processing time and attendance cards in the Electronic Time and Attendance Management System (ETAMS);
   - Providing procedures when an employee transfers or is detailed to another ETAMS facility, agency or government;
   - Detailing information on the ETAMS screens and fields;
   - Establishing employees’, timekeepers’ and supervisors’ roles and responsibilities;
   - Describing supporting documentation requirements;
   - Describing employee self-service options; and
• Detailing information on the completion of the Annual Attendance Record.

7. **Responsibilities.** GSA management at all levels is responsible for following and enforcing these policies and procedures for their assigned area(s). The GSA National Payroll Branch (NPB) is responsible for maintaining this policy and procedure directive.

8. **Contacts.** For further instructions regarding this policy and procedure directive, contact NPB at 816-823-3900.


10. **Revisions.** This handbook is a revision of selected chapters of the [CFO P 4282.1A](#). It makes the following changes to the existing [CFO P 4282.1A](#):

    - Incorporates new and revised procedures for Time and Attendance (T&A) recording,
    - Updates timekeeper procedures and instructions,
    - Authorizes the new ALOHA leave and overtime request application, and
    - Adds definitions for telework and union codes.

11. **Records and forms.**

    a. This handbook provides for the use of the following forms:

        1. GSA Form 873/873A, Annual Attendance Record.
        2. OPM Form 71, Request for Leave or Approved Absence (Rev. June 2001).
        3. GSA Form 544, Request, Authorization and Report of Overtime (Rev. 7-76).

    b. Forms are available electronically. Copies of these forms are available through the GSA Forms library at [www.gsa.gov/forms/](http://www.gsa.gov/forms/).

12. **Signature.**

    /S/
    GERARD BADORREK
    Chief Financial Officer
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL PROVISIONS</td>
<td>1</td>
</tr>
<tr>
<td>THE ATTENDANCE CONTROL UNIT</td>
<td>4</td>
</tr>
<tr>
<td>ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM (ETAMS)</td>
<td>12</td>
</tr>
<tr>
<td>SUPPORTING DOCUMENTS</td>
<td>27</td>
</tr>
<tr>
<td>ANNUAL ATTENDANCE RECORD</td>
<td>31</td>
</tr>
<tr>
<td>EMPLOYEE SELF SERVICE</td>
<td>37</td>
</tr>
<tr>
<td>TIMEKEEPER PROCEDURES</td>
<td>39</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>A-1</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>B-1</td>
</tr>
</tbody>
</table>
GENERAL PROVISIONS

1. **Scope.**

   a. This Timekeeping Handbook (HB) contains procedures for maintaining complete and accurate Time and Attendance (T&A) records and pertinent leave regulations within the General Services Administration (GSA).

   b. The procedures contained in this HB were developed within the framework of existing agency regulations and policies. They do not replace or change any of the policies now in effect but are intended to supplement them.

   c. For specific guidance regarding pay and leave, refer to the OAD P 6010.4, *Time and Leave Administration Handbook*. Further guidance regarding pay and leave entitlement with respect to employees who are members of bargaining units may be found in applicable collective bargaining agreements.

   d. Any policies stated in this HB are GSA's guidance and may differ slightly from that of any commission or independent agency serviced by GSA. However, instructions for T&A record maintenance apply universally to all those receiving services from the GSA National Payroll Branch (NPB).

2. **Applicability.** All employees of GSA, excluding the Administrator, and all employees of commissions and independent agencies receiving payroll services from GSA are subject to the provisions of this HB.

3. **Nondiscrimination.** The policies and procedures in this HB must be applied equally to all employees without regard to race, color, national origin, disability, age, sex, religion, status as a parent, sexual orientation or gender identity.

4. **Responsibility for administration of the Pay and Leave Program.**

   a. The Staffing and Compensation Policy Division, Office of Human Resources Management (OHRM) is responsible for developing and establishing policies and procedures and interpreting regulations in the pay and leave area.

   b. The Financial and Payroll Services Division, Office of the Chief Financial Officer (OCFO) is responsible for establishing procedures governing T&A reporting and for advising and assisting in the application of those procedures throughout GSA.

   c. Heads of Services and Staff Offices, and Regional Administrators are responsible for ensuring compliance with the T&A reporting requirements set forth in this HB.
d. Supervisors and certifying officials have the primary responsibility for administering the various pay and leave policies and regulations. In addition, they are accountable for the data submitted to the NPB.

e. Timekeepers are primarily responsible for the maintenance of all T&A records. They must understand the procedures for keeping accurate records and submitting T&A information to the NPB.

f. The NPB is primarily responsible for ensuring that employees are paid and their leave records are updated as requested by the certifying officials. In addition, the NPB is responsible for maintaining the Timekeeping HB (CFO 4282.1).

5. **Privacy Act.**

a. Employee information maintained in the GSA’s Electronic Time and Attendance Management System (ETAMS) is subject to the Privacy Act, 5 USC §552a. GSA complies with all statutes and corresponding regulations that address the disclosure of Privacy Act information.

b. Anyone who has access to T&A records, such as timekeepers and certifiers, must have access to sensitive, but unclassified employee information maintained in the GSA’s Electronic Time and Attendance system (ETAMS). This access is made available under a “routine use exception” to disclosure under the Privacy Act. Timekeepers and certifiers must comply, at all times, with all statutes and corresponding regulations that address the disclosure of Privacy Act information.

6. **Records retention.** The timekeeper is responsible for retaining copies of requests for leave (email, internal memorandum or OPM Form-71, Request for Leave or Approved Absence) and the optional GSA Form 873/873A, Annual Attendance Record for 6 years from the end of the leave year. After 6 years, the record may be destroyed locally. Note: The Authorized Leave & Overtime Help Application (ALOHA) system meets GSA’s record retention rules for leave and overtime requests processed in the system.

7. **Training and certification.** GSA requires annual certification of all timekeepers, certifiers, and facility coordinators that have access and responsibility for time and attendance reporting in ETAMS.

a. ETAMS. Timekeepers and Certifiers will be notified by their facility coordinators when their annual training is to take place. Facility coordinators will receive a system-generated email notifying them of when their annual training will need to be completed. New timekeeper and certifier certification, and annual recertification, can be found by:

   (1) Opening a web browser and signing into the GSA's Online University (OLU) https://gsaolu.gsa.gov/ .
(2) Once OLU has been successfully accessed, copy and paste the following link into the same browser where you accessed OLU:

https://gsaolu.gsa.gov/learncenter.asp?sessionid=3-A4541B0A-30A0-4C56-81A0-4BB3C5AC27BCD&DCT=1&id=178409&page=485

b. Leave and overtime requests. GSA employees and supervisors must use the Authorized Leave & Overtime Help Application (ALOHA) for all supported leave and overtime requests. The ALOHA is the agency-wide leave and overtime request system that must be used to substitute for the use of the OPM Form 71, Request for Leave or Approved Absence and GSA Form 544, Request, Authorization and Report of Overtime. ALOHA training is available at https://sites.google.com/a/gsa.gov/aloha/training. You must then click on the “Sign in to GSA.gov” box to access the ALOHA training.
THE ATTENDANCE CONTROL UNIT

1. Attendance control unit.
   a. The attendance control unit consists of a group of employees whose T&A records are all maintained by one timekeeper/alternate and certified by one or more supervisors/alternates.
   b. The supervisor, or other official, is accountable for approvals of employees' work time and absences and to ensure that T&A information is recorded and reported accurately for the purpose of computing pay and allowances. The NPB accepts all certified electronic T&A records with the understanding that the accountability for the data and supporting documentation remains with the certifying official (supervisor).

2. Designation of timekeeper.
   a. Management, at the appropriate level, must designate an employee (includes contractors) and one or more alternates, to serve as timekeeper for a particular attendance control unit.
   b. Contractors may serve as timekeepers, but can never serve as a certifying official for T&A records maintained by the Federal Government.
   c. Employees, including contractors, designated as timekeepers and alternates should be able to have reasonable assurance that the employees in the attendance control unit are present or absent from their duty station. Reasonable assurance can be achieved by the timekeeper's or supervisor's observation, time clocks, or other automated timekeeping devices (where not prohibited by law) or other applicable techniques.

3. Responsibilities of timekeepers. The timekeeper's primary responsibility is the maintenance of all time and leave records. The timekeeper must understand the procedures involved in keeping accurate records. It is not the timekeeper's responsibility to approve leave, authorize overtime or certify the T&A record. In fact, edits in the Electronic Time and Attendance system (ETAMS) prohibit the timekeeper from certifying T&A records.
   a. Timekeepers are encouraged to conduct daily maintenance of timekeeping records, which includes posting to the ALOHA system and to the optional (but recommended) GSA Form 873/873A, Annual Attendance Record. Obtain employee's attestation.

      (1) Employees must request, and supervisors approve, leave supported in the ALOHA leave request system (see Table 1, Appendix B.)
(2) Other requests for absences from duty not supported by ALOHA may be in the form of an email to his/her supervisor, a Leave Request Form (OPM 71) or other agency approved electronic format, whichever is appropriate (see Table 2 and 3, Appendix B.)

(3) When an employee is not available to attest to an absence, submission of the T&A record will not be delayed for obtaining such attestation.

(4) Upon returning to duty, the employee must submit to the supervisor documentation for the reported leave via ALOHA. For leave request types not supported by ALOHA approval, the employee must use the other leave request methods listed above. See Appendix B for list of ETAMS exception codes supported by ALOHA.

(5) With the exception of Absence Without Leave (AWOL), all absences reported in ETAMS must be supported by either an approved leave request from the supervisor in the ALOHA system or through other methods mentioned above.

b. Obtain supervisor's certification.

(1) Biweekly, timekeepers must present the T&A and labor (if applicable) records of all employees in the attendance control unit to the supervisor(s) for review and certification.

(2) The employee’s base timecard must be prepared by the timekeeper and certified by the supervisor in ETAMS.

(3) T&A records will not be submitted to the NPB without the supervisor's certification.

c. Transmittal of T&A records to the NPB.

(1) On the Monday after the close of the pay period, timekeepers must complete their ETAMS posting and obtain all certifications by 11 a.m. local time. Timecards and amendments can be reviewed and signed any time before the 11 a.m. local time deadline. Timekeepers should contact the certifier when timecards are ready for signature in ETAMS. Exceptions to completion and collection of timecards and labor records are as follows:

(a) Holidays – When there is a holiday on Monday, the deadline for completion is 11 a.m. on Tuesday after the holiday.

(b) Hawaii – ETAMS facilities must have timecards and labor records ready for collection by close of business on Sunday after the pay period ends.
The Technology Services Office, Office of GSA IT, does an automatic collection of timecards and labor records on Monday evening. Only signed ETAMS timecards are collected by the system.

(a) If a timecard is not signed by the deadline, then the signed base schedule and labor default is submitted to the Time and Attendance system (ETAMS) in lieu of the unsigned timecard.

(b) The unsigned timecard and labor record then generates an amendment in ETAMS. If an amendment is not signed by the deadline, it remains in the ETAMS amendment file until it is signed.

(c) If neither the base schedule nor the timecard is signed, the employee has no timecard or labor record for processing by the system. In the event of a missing timecard, the NPB will contact the timekeeper and certifier listed in the payroll system to determine if the employee worked and should be paid.

(d) Labor records are not signed, but they are linked to the timecard for the same pay period and cannot be collected without a signed timecard/amendment.

(3) Signed timecards and amendments that are modified must be re-signed by the certifier.

(4) Amendments can be entered in ETAMS daily and are collected daily after normal business hours by the system.

(a) Amendments are normally processed two times a pay period by the payroll system (PAR): the second Sunday and the second Thursday of each pay period.

(b) Amendments for the most recently completed pay period cannot be entered until the first Thursday (week one) of the pay period by the system.

(c) Amendments for the most recently completed pay period will not be processed by the payroll system (PAR) until the second Monday of the new pay period; therefore, the adjustment will not show on the employee’s upcoming Earnings and Leave Statement (ELS) until the pay period the amendment processes.

(5) Amendments left unsigned are deleted from ETAMS after 30 days and will have to be recreated by the timekeeper and certified before they can be processed by the system.

d. Maintenance of the Annual Attendance Record.

(1) The Government Accountability Office (GAO) Internal Control Guidance requires that the leave record of civilian employees must show the amounts of annual and sick leave earned and used, compensatory time off (comp time), and the balances
available for future use. In addition, the record should include information regarding any other type and amount of leave taken, such as military, court leave, or leave without pay (LWOP).

(2) GSA designed the Annual Attendance Record (GSA Form 873/873A) to assist with GSA’s time and attendance internal controls. Usage of this form is optional, but it does provide a concise, organized document on which to maintain this information.

(3) Complete instructions for the maintenance of GSA Form 873/873A record is contained in Chapter 5 of this HB.

e. Maintenance of requests for leave or approved absence.

(1) All leave, with the exception of those codes not requiring supervisory approval, must be requested in the ALOHA system. For the non-ALOHA leave categories, requests must be supported by proper documentation, e.g. approved email request, OPM Form 71, or agency approved electronic form, when applicable.

(2) Since the employee’s initials cannot be obtained on the ETAMS record, an approved leave request in ALOHA, or other required documentation, must be submitted to the supervisor for leave taken.

(3) The leave request, along with any other supporting documents, must be kept on file with the timekeeper for 6 years after the close of the leave year and then destroyed. The ALOHA system meets GSA’s record retention rules for leave requests processed in the system.

4. Responsibilities of supervisors.

a. General.

(1) Supervisors have the primary responsibility for administering the various pay and leave policies and regulations. Therefore, supervisors must become knowledgeable in matters concerning pay and leave policy, and inform the timekeepers of any decisions made affecting the maintenance of pay and leave records.

(2) Supervisors are required to be familiar with and adhere to the policies and procedures established in union contracts applicable to their employees.

(3) Supervisors must enforce the use of the ALOHA system for all supported leave and overtime requests by their assigned staff and timekeepers. ALOHA is GSA’s only approved and mandatory leave and overtime request system.

(4) Supervisors must ensure that employees understand their ELS and recognize the importance of careful employee review. Additionally, supervisors must be
responsive to and follow up on employee’s reports of suspected discrepancies. Note: Explanation of the ELS is available on GSA’s website at www.gsa.gov/payroll. Click on the Employee Express (EEX) hyperlink. At the bottom of the page, there is a link to a PowerPoint explanation of the ELS.

(5) Approval of leave should be made by the employee’s supervisor, or other designated approving official, before the leave is taken. If leave is not approved in advance, because of an unusual or emergency situation, it should be reviewed for approval or disapproval as soon as reasonably possible after it is taken.

b. Documents supporting time and leave.

(1) The supervisor approves leave and overtime requests in the ALOHA system (with the exception of those leave categories not requiring supervisory approval found in Appendix B). For non-ALOHA leave categories, supervisors must obtain from the employee, and furnish to the timekeeper, all required supporting documents, such as the leave request (email, OPM Form 71, or agency approved electronic forms), application for leave, medical certificates, jury duty summons, military orders, and any other similar documents effecting the T&A records of individual employees. These documents should be maintained in the originating office for 6 years, accessible by both timekeepers and supervisors.

(2) The supervisor is responsible for ensuring the correct completion and advanced approval of all overtime or compensatory time off requests in the ALOHA system. Advanced approval is considered to be prior to the start of the requested pay period for overtime or comp time requested.

(3) The supervisor is also responsible for ensuring ALOHA overtime requests are in balance with the amount of overtime actually worked and recorded in ETAMS. The ALOHA system provides a comparison report, the Overtime Request & Timecard Report, available the first Thursday after the end of each pay period, to assist with the comparison of overtime requested in ALOHA to ETAMS actual overtime reported. GSA Form 544 has been discontinued. See Chapter 4, Paragraph 4 for further details.

c. Certification of T&A records.

(1) The supervisor is responsible to certify the T&A records for all of their employees at the end of the pay period. Reasonable assurance can be achieved by the supervisor’s observation, time clocks, or other automated timekeeping devices (where not prohibited by law) or other applicable techniques.

(2) The supervisor’s electronic signature in the system certifies that the information posted to the T&A record is correct.

(3) Internal controls. In an organization where work is performed remotely, through telework or other similar arrangements, supervisors must establish a system of
internal controls to ensure the integrity of the T&A documents and to provide reasonable assurance that the employee is working when scheduled. The following measures may be taken:

(a) Arrange with other timekeeping or supervisory personnel to provide observation.

(b) Make occasional contact with the employee during the employee’s scheduled tour of duty.

(c) Gauge attendance through work measurement.

d. Supervision of timekeeper. Supervisors must allow the timekeepers sufficient amount of time each pay period to keep up on their posting of all attendance and absences of employees, which includes the following:

(1) Daily maintenance includes posting to the ALOHA system and to the optional (but recommended) GSA Form 873/873A, Annual Attendance Record.

(2) Daily maintenance of timekeeper initiated ALOHA requests, filing of various leave request forms and supporting documents.

(3) Reconciliation of various ALOHA reports for leave and overtime requests, which should be reviewed each pay period. Any discrepancies found by the timekeeper should be reported to the affected certifiers, and all required updates to ALOHA or ETAMS records processed.

e. Supervisor’s T&A Certification Report.

(1) It is the supervisor’s responsibility to review this report closely and to indicate completion of this review on the report by an electronic signature. The signature confirms all entries on the report are valid (including those with asterisks) and that corrective documents have been submitted if necessary.

(2) Supervisors must access the Supervisor’s Time and Attendance (T&A) Certification Report in ETAMS for mandatory post review after each pay period. This report contains summary data by pay period, as recorded in the PAR system. Records corrected by the NPB will be noted with an asterisk (*). After the certifier verifies the corrections made by the NPB, there is no need to send an amended timecard to confirm the T&A correction. The supervisor must complete his/her review of the Supervisor’s T&A Certification Report within 2 weeks of publication.

(3) The Supervisor’s T&A Certification Report will be retained as a source document for audit purposes for 6 years from the date of leave year-end in the Time and Attendance system (ETAMS).
f. **Leave audits.** Before requesting assistance with leave discrepancies from the NPB, supervisors should verify that timekeepers have reconciled GSA Form 873 (if available) to the employee's leave requests, sign-in/sign-out sheets, Supervisor's Time and Attendance Certification report, ALOHA reports, and any other supporting documentation within the office. When GSA Form 873 is properly maintained and T&A reviews are performed timely, any discrepancies should be easily detected and corrected by the timekeeper and supervisor.

5. **Employees' responsibilities.**

   a. Each day the employee is scheduled to work, or when required by local management, complete the time sheet and labor distribution sheets (if required) recording the start and end times for hours worked, leave used, overtime performed and labor distribution codes. In addition, at the end of each pay period: review, initial or sign, and date the time sheet. This meets the attestation requirement for T&A reporting.

   b. Use the ALOHA system for all employee-initiated leave and overtime requests. See Appendix B for a list of employee leave request types supported by the ALOHA system.

   c. On a biweekly basis access the EEX website at www.employeeexpress.gov to review the ELS for accuracy and completeness by verifying earnings, deductions, and leave earned and used. Any discrepancies should be reported to the employee’s supervisor and the NPB.

6. **Other T&A certification arrangements.** Approval of T&A reports and related documents is based on personal observation, work output, timekeeper verification, information checks against other independent sources, reliance on other controls, or a combination of these methods. The integrity of the information recorded in the T&A reporting system depends largely on the conscientious exercise of the supervisor (or designated approving official) of his or her approval authority and an appropriate basis for such approval.

   a. **Self-maintained T&A and/or amended T&A records.** According to GAO’s T&A Guidance, employees may not approve their own T&A record. However, the Administrator (or designee) may authorize particular individuals to approve their own T&A record if they are high-level managers.

      (1) **Other exceptions.** Other exceptions to the general prohibition against self-certification may apply under some of the following circumstances:

         (a) Employees working alone at a remote site for long periods, or

         (b) Employees based at the same duty station as the timekeeper/supervisor but frequently work away from their duty station.
(2) **Authorities and documentation.** Advanced authority may be granted in writing by Heads of Services or Staff Offices (HSSO), for employees to maintain or certify their own T&A record.

(3) **Internal controls.** In an organization where employees maintain and/or certify their own T&A records, supervisors must establish a system of internal controls to ensure the integrity of the T&A documents and to provide reasonable assurance that the employees who maintain their own T&A records are working when scheduled. The following measures may be taken:

(a) Arrange with other timekeeping or supervisory personnel to provide observation.

(b) Make occasional calls or visits to the employee during the employee's scheduled tour of duty.

(c) Gauge attendance through work measurement.

b. **Designated approving officials.** All T&A reports and related supporting documents (e.g., overtime pay authorizations) should be reviewed and approved by an authorized official. Management selection of an authorized official (other than the supervisor) for reviewing and approving T&A records should be authorized in writing and based on the following criteria:

(1) T&A approval is the supervisor’s, designated approving official’s, or higher level manager’s agreement to, ratification of, or concurrence with (a) a planned work schedule and leave of an employee or (b) actual T&A information. Such approval indicates that the actual work schedule recorded is to the best of the designated approving official's knowledge properly recorded and in accordance with applicable legal requirements. The designated approving official acknowledges awareness and understanding of his/her responsibility when approving T&A information.

(2) The designee most knowledgeable of the time worked and keeping with guidance in (1) above, should approve any overtime or compensatory time records. Care should be taken:

(a) To ensure that the overtime was approved in advance, and

(b) That the amount and type of overtime (regular or irregular), credit hours, and compensatory time is accurately recorded and reported.

(3) The designee must be reasonably independent from the employee whose time and attendance is being validated, approved and certified.
ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM (ETAMS)

Introduction

1. General.

   a. Importance of T&A records. The T&A record is the:

      (1) Most important document a timekeeper maintains. Missing or incorrect T&A records may result in late salary payments, leave usage errors, salary underpayments or overpayments and in turn employee indebtedness.

      (2) Document used to record an employee’s leave data. The “official” leave records, according to the GAO, are the biweekly T&A records certified by the supervisor and submitted to the NPB for updating the employee’s leave record.

   b. Overview of ETAMS. The ETAMS is an internet-accessible, exception-oriented system that automates the recording of time and attendance for all employees. ETAMS is launched from the GSA FEDdesk Portal (http://feddesk.gsa.gov) website, and select “Launch FEDdesk.”

      (1) ETAMS is divided by facilities. A facility is a logical group of employees within an agency. A facility can be an entire agency, a division, a branch, or it may be based on geographic locations. If the labor application is used, it may be an organization code or several organization codes, whichever works best for the customer. Employees whose timecards reside in the facility are grouped by area.

      (2) A primary timekeeper represents an area. Each primary timekeeper is responsible for an area within a facility. Each area could have multiple certifiers.

      (3) ETAMS tasks are separated by the various system user categories. ETAMS users are categorized as either a: systems administrator, facility coordinator, timekeeper, certifier, base user, labor administrator, or labor clerk. All ETAMS users are assigned an individual log-on name with a password for security purposes.

   c. Week one versus week two.

      (1) The ETAMS timecard and amendment records are set up as a grid displaying the full two-week pay period. Each day is represented by a separate line. The date, the day number within the pay period (1-14), and the day of the week are displayed to assist viewing and coding the record. The base schedule is also set up as a grid and displays a full two-week period. The base schedule only displays the day number (1-14) and the day of the week.

      (2) All records are read from left to right, allowing for the input of three exception codes per day. The timecard and amendment records have a supplemental page, which
allows for an additional three exception codes. Therefore, the timecard and amendment timecard records can have six exception codes on a day, if needed.

2. ETAMS authorities.

   a. The systems administrator has “super-user” privileges to all FEDdesk applications. “Super-user” privileges override all facility coordinators, timekeepers, certifiers, base users, labor administrators, and labor clerk privileges. The systems administrator is responsible for all maintenance required in FEDdesk, such as creating new facilities, removing unused facilities, assigning new facility coordinators a log-on name and password, resolving any system problems reported by users and daily maintenance tasks.

   b. The facility coordinator is responsible for the successful completion of all ETAMS functions for their facility. The facility coordinator acts as the liaison between FEDdesk support and their ETAMS facility and provides first line support to all ETAMS users in the facility. The facility coordinator maintains the facility files (areas/teams, block numbers, users); establishes UserIDs for timekeepers, certifiers, and base user; and changes passwords whenever necessary for users whose passwords have expired or been forgotten.

   c. The timekeeper maintains T&A records for a specific group of employees. The timekeeper maintains the ETAMS base schedule, a bi-weekly tour of duty record for each employee; the current pay period reporting; and the creation and completion of amendments for prior pay periods. Timekeepers can input exception data on a daily basis or less frequently if volume permits. Edits are applied as data is input. Timekeepers are responsible for obtaining signatures on all modified records before the scheduled collection time. Facilities are encouraged to have as few timekeepers as possible; recommendation is one timekeeper for every 30-50 employees.

   d. The certifier reviews and signs all base schedules, timecards, and amendments in their team before the scheduled collection time.

   e. The base user is an employee who has access to his/her timecard and may make changes to it. Base users do not have access to their base schedule or the ability to create amendments to their timecard. Changes made to the timecard must be reviewed and signed by the certifier.

   f. The labor administrator organizes, manages, and maintains labor codes for a labor facility. The labor code tables include cost center categories, cost centers, functions, and fixed overhead.

   g. The labor clerk can only update or enter labor data; they cannot change timecards.
**Base Schedule Records**

3. **General.** An ETAMS base schedule defines an employee’s regular tour of duty for a two-week period. The regular tour of duty defines how many hours the employee works each day and what days the employee is off. Other information contained in the base schedule screen includes area/team assignment; active/inactive status; full-time, part-time, or intermittent; AWS (Alternate Work Schedule), Sep Ind (Separation Indicator) and block number. The timekeeper enters the employee’s tour of duty in a decimal hours format (digital hours), e.g. 8 hours is recorded as 8.0. Digital hours are used to record the total amount of time an employee is engaged in a specific activity during the workday. Digital hours are used to record hours and tenths of hours. The digital hours entry is used on all ETAMS records (base schedule, timecard, and amendment). Once the base schedule is completed, the record is reviewed and signed by the certifier. In addition, the base schedule contains specific labor fields that must be defined appropriately for those ETAMS employees who are required to use the labor distribution feature.

   a. A base schedule must be completed for each employee’s timecard submitted. The base schedule is defined at the facility to simplify data entry for the timekeeper each pay period. When the pay period is initialized (every other week), the information contained in the employee’s base schedule is copied to create the employee’s timecard for the new pay period. Consequently, the normal 80-hour regular tour of duty (for a full-time employee) is used to create the current timecard; therefore, only exception data (e.g. sick leave) would require entry. When labor is turned on for the facility, the labor record transmits with the timecard.

      (1) The base schedule can be modified any time during the pay period; however, for it to be in effect for the new pay period, any changes made to an employee’s base schedule (i.e. assigned shift) must be completed (and signed by a certifier) prior to the automatic initialization process being run. The initialization process is completed the Sunday after the current pay period ends. Any changes made after initialization will not take effect until the next pay period. Note: when changing an area/team assignment in the base schedule, the change is immediately effective on the timecard.

      (2) A timekeeper may create a base schedule for new employees at any time during the pay period.

         (a) At the base schedule select screen, click in the SSN (Social Security Number) field and enter the employee’s SSN, then click “OK”.

         (b) A message displays stating the SSN is not in the base schedule and asks if it should be added. Clicking “Yes” will bring up the base schedule. Once at the base schedule, the employee’s name will automatically populate if they are active in the payroll system (PAR).
(c) The timekeeper will need to complete the information in the following fields: status, block number, area/team, full-time/part-time/intermittent, AWS, labor info (if applicable), and the tour of duty.

(3) Upon completion of the base schedule, the certifier must review and sign the record.

b. If the employee is not in the payroll system (PAR) when the SSN is entered into the ETAMS, an additional message displays.

(1) The message asks if the employee is a government employee or a contract employee. If “government employee” is selected, the timekeeper is required to reenter the SSN. Next, a blank base schedule displays.

(2) Provide the appropriate information across the top and down the right side of the screen: name, status, area/team, tour of duty (full-time/part-time/intermittent), AWS, and labor information (if applicable), plus the employee’s number of hours for the tour of duty.

(3) The certifier will not be able to sign the base schedule until the employee is validated through the PAR System. The timekeeper should check the ETAMS daily until this validation process is completed.

Timekeeping Procedures

4. General. There are two different options used in ETAMS to record time for employees: Timecard and Amendment. Timecard and labor default (if applicable) records are created for the new pay period during an automatic initialization process by copying "signed" base schedules into the new pay period file. Timekeepers create amendments for a prior pay period when adjustments are needed. In addition, ETAMS may generate an amended timecard if timecards are unsigned by the Monday 11 a.m. (local) deadline.

5. Timecards. Once the pay period has been initialized, the timekeeper can enter exception codes. When the timecards have been completed, the timekeeper should notify the certifier that they are ready for signature. Timecards must be signed before they can be collected and processed by the payroll system (PAR). Unsigned timecards are replaced with the employee’s signed base schedule. Since the timecard is not collected, none of the exceptions entered for the pay period will be processed. Unsigned timecards generate amended timecards and are collected later. When an unsigned timecard has a corresponding unsigned base schedule, no record for the employee will be collected for the pay period; therefore, it is important to have all records signed by the Monday, 11 a.m. (local) deadline.

a. Timecard display. When a timecard is displayed, it is read from left to right starting with Day 01 and then down to Day 14. For each day, there is room for three
exception codes on the first page of the timecard if the Show Start/Stop indicator is checked. A second (supplemental) page is provided for those exceptions requiring four or more exception codes on the same day. If the Show Supplemental indicator (default setting) is checked, there is room for a total of six exception codes on the timecard and no Start or Stop time boxes are displayed. (Note: The base schedule only uses one page and does not require a second/supplemental page.)

b. Exception code entry procedures. Perform the following steps to enter exception codes on a timecard:

1. From the ETAMS main menu, select the “Timecards” option.

2. From the list displayed, double click on the employee whose record requires modification to display the timecard.

3. With the employee's record displayed, enter (or select) the appropriate exception code in the first "code" field on the day employed with this "exception". There are three ways to enter exception codes on a timecard; they are:

   a. “Drag and drop” from the exception codes tool bar at the top-left of the screen. Position the tip of the mouse pointer on the appropriate exception code icon found on the tool bar. Click and hold the left mouse button to drag the code to the appropriate code box for the given day. Release left mouse button to drop the code into the box, or

   b. “Drag and drop” from the complete list of exception codes. Display the complete list of exception codes by positioning the mouse pointer inside any gray "Code" column. [Note: If the code’s pop-up box displays in a portion of the screen that needs to be seen, simply move the display box to another area of the screen (click inside the blue "codes" title bar and hold and drag the display box to another part of the screen).] From the list displayed, click on the down arrow to scroll the list until the desired code is displayed. Click on the code (holding the left mouse button), drag the code to the appropriate day, and release the left mouse button to drop the code into the “code” field. To close the exception codes box, click on the close button, or

   c. If the exception code number is known, simply click in the appropriate "code" field and enter the code number.

4. After entry of the exception code, the cursor moves to the "start" field waiting input. Enter the number of hours used or worked with the previously entered exception code.

   a. There is room for three codes per day on the first page of the timecard. For example, if an employee took 2 hours and 30 minutes of annual leave on the first Monday of the pay period, enter code 40 in the first "Code" column followed by "2.5" in the “Start” column.
(b) To enter a second code for the same day, tab to the next "Code" column and enter the code number in the second "code" field to the right of the line, followed by hours used or worked.

(5) After entry of the "start" field, the cursor moves to the "stop" field; however, please note the "stop" field is never used and always remains blank.

(6) Screen edits check totals and performs system verifications to ensure entries are appropriate.

c. Certification procedures. After visually verifying all the exception information for the timecard(s) and any needed correction data have been entered, notify the certifier that the timecard(s) is/are ready for signature. (Note: Contact the certifier only after all records for the team(s) is completed and ready for signature.)

After the timecard(s) are "signed", they are ready for collection by the ETAMS application on the scheduled collection day and time. The scheduled collection day and time is normally the first Monday of a pay period at 4 p.m. (U.S. Central Time Zone).

d. Manual timecard creation procedures. If a new base schedule has been added after the pay period records have been created, a timecard must be created manually for the employee’s first pay period. To create the timecard manually, perform the following steps:

(1) From the ETAMS main menu screen, click on “Timecards.”

(2) At the timecard select screen, within the "List" box, click inside the "base schedule" radio button. The system displays the base schedule list of names to which the user has authorized access.

(3) Either click once on the name of the employee to be added and then click “OK” or double click on the employee’s name.

(4) A message will display "Timecard does not exist. Do you want to add it?" Click “Yes.”

(5) The information from the base schedule is copied to create the timecard for the current pay period.

(6) If needed, add any exception codes to the timecard. When complete, notify the certifier for signature.

6. Amended timecards. The “Amendments” menu option is used to create amendment records for those employees whose original timecard record was not accurate or complete. (Amendments can also be used to correct inaccurate data generated by the
PAR adjustments records). Amendments must also be created when a timecard for the pay period is not signed by collection time. Like the ETAMS timecards, ETAMS amendments must also be verified and signed by the certifier before they can be collected by the ETAMS system for processing. During the ETAMS initialization process, all processed amendments are moved to history.

Note: All unsigned amendments remain in the amendment file until they are “signed” and/or deleted.

a. Entering amended timecard data. When entering amendment data do the following:

   (1) Retrieve the original timecard from history.

   (2) Make the necessary changes on the timecard to reflect correctly what should have been recorded when it was originally sent in for processing.

   (3) In other words, change only what is needed to correct the record on the timecard just pulled from history.

   (4) Note: If an amendment is required for a pay period that is not in history, the complete timecard must be entered.

b. An amendment is a timecard from a previous pay period that needs modification. Amendments are collected daily after normal business hours. Perform the following steps to add an amendment.

   (1) From the ETAMS main menu, click on “Amendments.” The select screen shows all the amendments currently on file.

   (2) From the “list” box, click the “base schedule” radio button. The base schedule list of names is displayed.

   (3) Click once on the name of the employee to create an amended timecard.

   (4) Select the year and PP (pay period) number in the upper center portion of the screen by clicking on the down arrow, to display the appropriate year and pay period number for the amendment.

   (5) Click “OK.” A message displays stating that the SSN (for the specified pay period/year) is not in the amendment file and asks if it should be added.

   (6) Click “Yes” if the SSN, employee name, and pay period/year displayed are correct. One of two scenarios occurs:
(a) If the amendment is for an employee who has a history record for the pay period, the timecard displays. When “Labor” is turned on for the facility, the labor record displays along with the timecard. Make any needed changes to the record.

(b) If the amendment is for an employee who has no history record for the specified pay period, a blank timecard displays. Complete the entire timecard, including the regular tour of duty, any transactions that were originally submitted, plus any changes or additions that need to be submitted.

Note: Delete an amendment by displaying the record, selecting the file, and then clicking “delete amendment.”

(7) Enter a “Remark” to inform the NPB and the certifier as to why this amendment was needed.

(8) When all amendments are entered, notify the certifier for review and signature. The ETAMS collects signed amendments daily after normal business hours.

Note: If only amending the labor portion of a timecard, the timecard needs to be signed by the certifier before the record will be collected.

c. Supplemental page. A supplemental page must be used anytime more than three exception code entries are needed for any given day of the pay period.

(1) The supplemental page is accessed by clicking in the box next to the words "show supp" in the upper right portion of the timecard or amendment record. The supplemental screen displays two lines of data entry fields for each day of the pay period. Line 1 for each day shows the information that was entered on the primary page of the timecard or amendment, while line 2 is available for any further “supplemental” entries that must be made for that day.

(2) A total of six exception codes can be recorded on any given day. Once an entry has been made on the supplemental page and the user returns to the primary page, in the box below "show supp" it will now say, "supp exists."

7. Payroll corrections. A timecard and/or amendment processed by the ETAMS may “error out” due to additional edits in the payroll system (PAR). The NPB payroll technician will correct the records so the employee will have a valid record processed for the appropriate pay period. These corrections are then returned to the ETAMS to be reviewed by the timekeeper and certifier. A remark will appear in the “Remark Section” explaining why the timecard and/or amendment were corrected.
**ETAMS Record Layouts**

8. **Header fields.**

   a. **Agency/Region/Facility ID.** The ETAMS main menu screen, which lists the six ETAMS options (Timecards, Amendments, Payroll Corrections, History, Reports, and Base Schedules), has a title bar at the very top of the screen. The title bar contains agency code, Region code, and facility ID.

   b. **Agency code.** The two or three character agency code uniquely identifies the Presidential and legislative commissions, independent agencies, and GSA activities receiving payroll services from GSA. The ETAMS currently displays only a two-digit field for agency code. If an agency has a three-digit agency code, then the last character is dropped. For example, HD1 would be listed as HD in the Time and Attendance system (ETAMS).

   c. **Region code.** This one-digit alpha or numeric character identifies the GSA Region where the employee is located. The Region code is preceded by an “R” for region, all commissions and independent agencies serviced by NPB are given the Region code of “R0.”

   d. **Facility ID.** This two-digit alpha/numeric code uniquely identifies a logical group of employees within a commission, agency, division, branch, or geographic location. In the case of commissions and independent agencies, the agency code is also the facility ID. The facility ID is an important piece of information to know, as it is used by the FEDdesk Support Group to resolve user problems.

9. **Base Schedule Record Layout.**

   a. The employee’s last name, first name, and middle initial (if applicable) are located on the base schedule record.

   b. Under the employee’s name is a list of T&A exception codes, which can be scrolled through to find the necessary codes.

   c. Down the right side of the screen is a list of fields that timekeepers complete when the base schedule is initially established for an employee. (Note: New employees are added to the base schedule option the first pay period they enter on duty.)

      1. Status – Active/Inactive
      2. Block Number
      3. Area/Team
(4) Sep Ind – No/Yes (Separation Indicator)
(5) Full-time/Part-time/Intermittent
(6) AWS – No/Yes (Alternate Work Schedule)
(7) Meal Start – Always blank or zeroes
(8) Meal Stop – Always blank or zeroes
(9) Labor Emp – Direct/Indirect/G&A/Yes/No (Labor Employee)
(10) Craft Code
(11) Multiplier
(12) Add On
(13) Ext Leave – No/Yes
(14) Restricted – No/Yes

Note: Nine through 14 are only applicable if the facility has been labor enabled.

10. Timecard and amendment records layout. The employee’s name is displayed in the top field. Two arrows appear to the left of the name field, these arrows can be used to toggle back and forth between employee records. A list of T&A exception codes appear under the toggle arrows and can be scrolled through by using the arrows under the exception codes. The year, pay period, area, and team numbers are displayed below the employee’s name.

Down the right side will be leave balances for annual leave, sick leave, comp (compensatory time off), travel comp (travel compensatory time off), Leave Without Pay (LWOP) and credit hours from the previous pay period. The year and pay period are displayed in the field marked “YR/PP”. The right side also shows the employee’s block number, Fair Labor Standards Act (FLSA) code, and Federal Pay Schedule (FPS).

   a. The timecard will display the current pay period and year.

   b. The amendment will display the pay period and year being amended.

   c. New employees should verify the information reported on their ELS is correct and agrees with the information appearing on the SF-50, Notification of Personnel Action. For example, the new employee should review spelling of the name, home address, pay grade and step, and service computation date. The employee should report any discrepancies to their supervisor and the NPB Customer Service
Representative immediately.

d. **Fair Labor Standards Act (FLSA) Code.** The “FLSA” code is a one-character field reflecting the entitlement of the employee to the FLSA benefits. The FLSA codes are as follows:

(1) "N" – Nonexempt. Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA.

(2) "E" – Exempt. Exempt employees are not subject to the provisions of the FLSA, but continue to be paid for overtime worked under the provisions of Title 5 of the U.S. Code.

e. **Pay period number.** Consists of the year and the number of the pay period within the pay year.

f. **Block numbers.**

(1) The block number is a five-digit alphanumeric code that relates an employee, or group of employees, to a specific address or attendance control unit. For GSA, the first digit of the block number is the Region identifier. For client agencies, the first two digits are alphabetic and identify the agency.

(2) **Assignment of block number.**

(a) The assignment of a series of block numbers to an organization is made by the NPB and normally follows the organizational structure of the employing office.

(b) The initial assignment of the employee’s block number is on the SF-52, Request for Personnel Action prepared by the employee’s organization/reporting office.

(c) The timekeeper or certifier can change a block number through the ETAMS. To change the block number, use the pull-down arrow. A list of block numbers for the area and team will appear. Click on the correct one. If the correct one does not appear, contact the ETAMS Help Desk for assistance. This change will flow to the payroll system (PAR) and also to the Comprehensive Human Resources Integrated System (CHRIS) and made a part of the Employee Master Record.

**Exception Codes**

11. **General.** To record T&A data in ETAMS, exception codes are used. Exception codes identify the type of pay or leave being reported. For example: Exception code 40 is used to record annual leave.
12. **Valid exception codes.** Currently, there are 75 different exception codes available for the recording of T&A data. The exception codes are here and are displayed on the base schedule, timecard, and amendment options.

Valid exception time codes (T/C):

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Description (listed as they appear in ETAMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Regular Hours</td>
</tr>
<tr>
<td>02</td>
<td>Holiday Observed (Used by Labor Facilities only)</td>
</tr>
<tr>
<td>06</td>
<td>Actual AUO Hours Worked (Administratively Uncontrollable Overtime)</td>
</tr>
<tr>
<td>07</td>
<td>FLSA Hours Worked</td>
</tr>
<tr>
<td>09</td>
<td>Make Up Hours Before Overtime (OT)</td>
</tr>
<tr>
<td>10</td>
<td>Regularly Scheduled OT</td>
</tr>
<tr>
<td>11</td>
<td>Holiday Worked</td>
</tr>
<tr>
<td>12</td>
<td>Sunday Premium</td>
</tr>
<tr>
<td>13</td>
<td>Compensatory Time Earned</td>
</tr>
<tr>
<td>14</td>
<td>Irregularly Scheduled OT</td>
</tr>
<tr>
<td>15</td>
<td>Callback Overtime</td>
</tr>
<tr>
<td>16</td>
<td>Travel Comp Time Earned</td>
</tr>
<tr>
<td>17</td>
<td>OT Rotating Shift</td>
</tr>
<tr>
<td>20</td>
<td>2nd Shift Night Differential</td>
</tr>
<tr>
<td>22</td>
<td>Environmental Differential Pay (EDP) Actual (Act.) Expose/OT 4%</td>
</tr>
<tr>
<td>23</td>
<td>EDP Act. Expose/OT 6%</td>
</tr>
<tr>
<td>24</td>
<td>EDP Act. Expose/OT 25%</td>
</tr>
<tr>
<td>25</td>
<td>EDP Act. Expose/OT 50%</td>
</tr>
<tr>
<td>26</td>
<td>EDP Act. Expose/OT 8%</td>
</tr>
<tr>
<td>27</td>
<td>Family Friendly Leave (FFL)-Care for Family member</td>
</tr>
<tr>
<td>28</td>
<td>FFL-Family Member Funeral</td>
</tr>
<tr>
<td>29</td>
<td>FFL-Adoption</td>
</tr>
<tr>
<td>30</td>
<td>3rd Shift Night Differential</td>
</tr>
<tr>
<td>31</td>
<td>Federal Disaster Relief (For client use only)</td>
</tr>
<tr>
<td>32</td>
<td>Federal Disaster Relief-FEMA (For client use only)</td>
</tr>
<tr>
<td>33</td>
<td>Evacuation Pay</td>
</tr>
<tr>
<td>34</td>
<td>Furlough Regular</td>
</tr>
<tr>
<td>35</td>
<td>Furlough Lack of Funds</td>
</tr>
<tr>
<td>36</td>
<td>Credit Hours Earned</td>
</tr>
<tr>
<td>37</td>
<td>Credit Hours Used</td>
</tr>
<tr>
<td>39</td>
<td>FFL Serious Health Condition – Family Member</td>
</tr>
<tr>
<td>40</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>41</td>
<td>Compensatory Time Used</td>
</tr>
<tr>
<td>42</td>
<td>Court Leave</td>
</tr>
<tr>
<td>43</td>
<td>Travel Comp. Time Used</td>
</tr>
<tr>
<td>44</td>
<td>Restored Leave #1</td>
</tr>
<tr>
<td>45</td>
<td>Restored Leave #2</td>
</tr>
<tr>
<td>46</td>
<td>Religious Comp. Earned</td>
</tr>
<tr>
<td>47</td>
<td>Religious Comp. Used</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>48</td>
<td>Home Leave</td>
</tr>
<tr>
<td>49</td>
<td>Military Reserve Technician <em>(note 2)</em></td>
</tr>
<tr>
<td>50</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>51</td>
<td>Regular Military Used</td>
</tr>
<tr>
<td>52</td>
<td>Emergency or Contingency Operations Used <em>(note 2)</em></td>
</tr>
<tr>
<td>53</td>
<td>DC National Guard Military Used <em>(note 2)</em></td>
</tr>
<tr>
<td>54</td>
<td>Award Leave Used</td>
</tr>
<tr>
<td>55</td>
<td>Long Term Furlough Hours – Over 30 Days</td>
</tr>
<tr>
<td>56</td>
<td>Long Term Lack of Funds – Over 30 Days</td>
</tr>
<tr>
<td>57</td>
<td>Family Medical Leave Act (FMLA)-Family Leave</td>
</tr>
<tr>
<td>58</td>
<td>FMLA-Medical Leave</td>
</tr>
<tr>
<td>59</td>
<td>Suspension</td>
</tr>
<tr>
<td>60</td>
<td>LWOP (Leave Without Pay)</td>
</tr>
<tr>
<td>61</td>
<td>AWOL (Absent Without Leave)</td>
</tr>
<tr>
<td>62</td>
<td>Actual Exposure – 4%</td>
</tr>
<tr>
<td>63</td>
<td>Actual Exposure – 6%</td>
</tr>
<tr>
<td>64</td>
<td>Actual Exposure – 25%</td>
</tr>
<tr>
<td>65</td>
<td>Actual Exposure – 50%</td>
</tr>
<tr>
<td>66</td>
<td>Hours in Pay Status – 4%</td>
</tr>
<tr>
<td>67</td>
<td>Hours in Pay Status – 8%</td>
</tr>
<tr>
<td>68</td>
<td>Hours in Pay Status – 25%</td>
</tr>
<tr>
<td>70</td>
<td>Union Time Code. Term Negotiations</td>
</tr>
<tr>
<td>71</td>
<td>Union Time Code. Mid-Term Negotiations</td>
</tr>
<tr>
<td>72</td>
<td>Union Time Code. Dispute Resolution</td>
</tr>
<tr>
<td>73</td>
<td>Union Time Code. General Labor/Management Relations</td>
</tr>
<tr>
<td>80</td>
<td>Volunteer Leave</td>
</tr>
<tr>
<td>81</td>
<td>COP Used #1 (Continuation of Pay)</td>
</tr>
<tr>
<td>82</td>
<td>COP Used #2</td>
</tr>
<tr>
<td>83</td>
<td>COP Used #3</td>
</tr>
<tr>
<td>84</td>
<td>Other Paid Absences</td>
</tr>
<tr>
<td>85</td>
<td>Donated Leave Used</td>
</tr>
<tr>
<td>87</td>
<td>LWOP Workers’ Comp. Used (Workers’ Compensation)</td>
</tr>
<tr>
<td>88</td>
<td>Bank Leave Used</td>
</tr>
<tr>
<td>90</td>
<td>Emergency Telework</td>
</tr>
<tr>
<td>91</td>
<td>Situational Telework</td>
</tr>
<tr>
<td>92</td>
<td>Routine Telework</td>
</tr>
<tr>
<td>93</td>
<td>Reserved</td>
</tr>
</tbody>
</table>

Note 1: All the above codes use a minimum increment of 1/10 hour.

Note 2: Contact the NPB Customer Service Representatives before using these codes. They have very limited /specific guidelines for use.

13. **Posting exception codes.** For each day of the week, there are three different "Code" columns on the primary timecard and an additional three "Code" columns on the supplemental page. These "Code" columns allow timekeepers to record six different
exception codes for a particular day.

a. An exception code is posted to a "Code" column either by a "drag and drop" method or by keying in the exception code number.

b. Record only one exception code to a "Code" column.

c. Located to the right of each "Code" column is a "Start" column where digital hours are entered to report the time used corresponding to a particular exception code.

14. Posting hours. On each day of the week, there are three different "Start" columns on the primary timecard and an additional three "Start" columns on the supplemental page. These are used in conjunction with the three "Code" columns to record the employee's time and attendance in digital hour format. Note: When using digital hours, the "Stop" field is never used and always remains blank.

a. Whenever an exception code is posted to a "Code" column, the corresponding time must be posted in the "Start" column.

b. Time entered in the "Start Hours" column is done in the digital hours format. Example: If an employee takes 2 hours and 30 minutes of leave, the time is shown as 2.5.

c. When recording periods of pay or leave of less than a whole hour, convert the minutes to tenths of an hour, using this table.

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Tenths of an Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>0</td>
</tr>
<tr>
<td>6-11</td>
<td>1</td>
</tr>
<tr>
<td>12-17</td>
<td>2</td>
</tr>
<tr>
<td>18-23</td>
<td>3</td>
</tr>
<tr>
<td>24-29</td>
<td>4</td>
</tr>
<tr>
<td>30-35</td>
<td>5</td>
</tr>
<tr>
<td>36-41</td>
<td>6</td>
</tr>
<tr>
<td>42-47</td>
<td>7</td>
</tr>
<tr>
<td>48-53</td>
<td>8</td>
</tr>
<tr>
<td>54-59</td>
<td>9</td>
</tr>
</tbody>
</table>

Note: Minutes are rounded to the nearest tenth.

d. Most exception codes can be recorded in tenths of an hour.
Other Fields

15. Remarks section. Both the timecard and amendment records have a section at the bottom entitled "Remarks" where the timekeeper may enter up to 30 characters. It is important that timekeepers enter remarks on the amendment record to indicate why the record is being amended. This allows both the certifier and the NPB to know the reason. When an employee separates from the agency, it is important that the timekeeper enter in the "Remarks" section the employee’s last day at work and mark the “separated Indicator” box (described below).

16. Miscellaneous fields. The following fields appear on the right side of the base schedule, timecard, and amendment record.

   a. Alternate Work Schedules (AWS). The AWS box is required to be set to a "Yes" for employees working a compressed type of alternative work schedule. This will allow the record to pass various tour of duty edits, which it would otherwise fail.

   b. Separated Indicator (Sep Ind). The box labeled "Sep Ind" is required to be set to "Yes" in the pay period an employee is separated. This will alert the NPB to the separation (the NPB Customer Service Representatives should be notified by email also) and allows the timecard to pass various tour of duty edits, which it might otherwise fail.
SUPPORTING DOCUMENTS

1. **Purpose.** The general purpose of supporting documents is to provide backup for the official T&A record as reflected in the payroll system (PAR) and to provide documentation for audits.

2. **General Record Schedule (GRS) records retention.** The National Archives and Records Administration (NARA) GRS states, “All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.” The ALOHA system is in compliance with the GRS records retention rules and will retain supported leave and overtime requests for at least the 6 years required by GRS. Timekeepers and supervisors are responsible to retain all other time and attendance records locally for 6 years. Note: The ALOHA system meets GSA’s record retention rules for leave and overtime requests processed in the system.

3. **Request for leave or approved absence.**
   
a. **Conditions requiring a leave request application (OPM Form 71).** Under certain conditions, a leave application is required to support the leave information posted to an employee’s T&A record and submitted to the supervisor for approval. It is up to the supervisor to make sure the timekeeper receives the approved leave application for the files. Specific guidance for the supervisor concerning these requirements can be found in the OAD P 6010.4. The following are some of the conditions requiring a formal leave request in the form of an OPM Form 71 (paper or electronic version) and are not supported by the ALOHA:

   (1) Advanced annual or sick leave;

   (2) Sick leave in excess of three (3) days; or four (4) days if a bargaining unit employees (per union agreement);

   (3) Leave taken while an employee is on detail to another Federal agency;

   (4) Military leave taken by an eligible employee. A copy of the military orders calling the employee to duty should accompany the leave application;

   (5) Religious compensatory (Religious Comp) time earned or used;

   (6) Volunteer leave; and

   (7) Court leave.
b. Preparation of the Request for Leave or Approved Absence application (OPM Form 71).

(1) For the above situations, OPM Form 71 either must be typed or handwritten in ink or submitted by electronic mail as an attachment. OPM Form 71 may be found at the GSA Forms Library at http://www.gsa.gov/portal/forms/download/115446.

(2) The employee is responsible for obtaining the approval and signature of the supervisor authorized to grant the employee leave before leave is taken.

(3) The timekeeper must check the leave application to be sure all the necessary information has been entered on the form. This includes the following items:

   (a) A means of identifying the employee (first and last name or SSN),

   (b) The date(s) and times(s) of the absence,

   (c) The correct number of hours and the type of leave to be recorded on the employee’s T&A record,

   (d) The employee’s signature (electronic if available), and

   (e) The supervisor’s signature (electronic, if available) of approval.

Note: Use of the last four digits of the SSN is encouraged as a means to help identify the employee, or the SSN may be left blank. Timekeepers and supervisors should be aware that the use of both the employee’s name and full SSN on a form or email should be protected as Personally Identifiable Information (PII) with any attachments encrypted and password protected.

(4) The supervisor should return the approved/disapproved leave application to the employee, and provide a copy to the timekeeper.

c. Retention and filing of leave applications.

(1) The timekeeper must retain these documents or files to substantiate the leave recorded on an employee’s T&A record.

(2) New files for leave request will be started each leave year.

(3) The timekeeper will maintain files, both paper and/or electronic, for 6 years after the current leave year and then destroy them.

(4) If a supervisor has reason to believe there may be an inquiry or issue at a later date, it is their responsibility to request the timekeeper to maintain the relevant files for a longer period.
4. Request, authorization, and report of overtime.

   a. Overtime request in the ALOHA. Normally, overtime (paid or comp time) will be authorized in advance (prior to the beginning of the pay period) in writing; an exception may be made only where there is adequate reason for not obtaining prior written approval. Specific guidelines for authorization of overtime can be found in the OAD P 6010.4).

   b. Overtime request process. When overtime is determined as necessary and cannot be avoided, the following procedures will apply:

   (1) The employee will submit an overtime request in the ALOHA for the total estimated hours and a list of tasks to be performed for each pay period.

   (2) The requesting official will review the employee request and forward to the next approval level. Sufficient time should be allowed for approval of the request. Include detailed justification describing the reason for the overtime. The overtime request must be reviewed and approved prior to the beginning of the pay period in which the overtime is to be worked, except in the case of bona fide emergencies. In the case of emergencies, the request must be completed as soon as possible.

   (3) The overtime request(s) must be submitted to the appropriate service or staff office’s budget officer (or designee) to determine the adequacy of funding. After review, the budget officer (or designee) will indicate adequacy, retain a copy of the request, and send an approval message to the Heads of Services or Staff Offices (or designee) for final approval.

   (4) After performance of the approved overtime work, the supervisor is responsible to compare the approved overtime request form, or electronic overtime request like in ALOHA, to the actual overtime recorded in the payroll system as reported on the PAR Supervisor’s Time and Attendance Certification Report.

   (5) If there is a 10 percent or higher increase in the amount of actual hours worked, an explanation of the reason must be brought to the attention of the supervisor of the employee who worked the overtime. Specific guidelines of the supervisor’s responsibility can be found in the OAD P 6010.4.

   c. Retention and filing of requests for overtime.

   (1) Requests and approvals for overtime (paid and comp time) will be retained by the originating office for 6 years after the current leave year and then destroyed locally. The ALOHA meets this record retention requirement for overtime requests processed in the system.
(2) If a supervisor has reason to believe there may be an inquiry or overtime issue at a later date, it is their responsibility to request that the timekeeper maintain the relevant files for a longer period.
ANNUAL ATTENDANCE RECORD

1. General. GSA Form 873/873A, Annual Attendance Record, provides a record of leave earned and used during one leave year for an individual employee. The use of GSA Form 873/873A is optional and at the discretion of local management.

   a. GSA Form 873/873A may be completed in pencil or electronically.

   b. GSA Form 873/873A is available from the GSA Forms Library at www.gsa.gov/forms. A form fillable version of this form is available for use.

   c. Each pay period the timekeeper should compare the leave figures on GSA Form 873/873A to those shown on the Supervisor’s T&A Certification Report to verify that they match. If they do not match, the leave used should be checked and the record corrected.

2. Supervisor’s use of GSA Form 873/873A.

   a. Employee’s use of sick leave. Supervisors can identify employees who have an abnormal pattern of using sick leave. Attendance records will help the supervisor to manage and correct employees who may be abusing sick leave.

   b. Monitoring advanced annual leave.

      (1) The supervisor can use the information posted on GSA Form 873/873A to grant advanced annual leave in compliance with the agency policy.

      (2) The OAD P 6010.4 sets forth the duties and responsibilities of supervisors for approving the use of annual leave in advance of it being earned. It strengthens the administration of the leave program by placing certain restrictions on the granting of advanced annual leave and will minimize negative leave balances at the time of separation. Note: Negative leave balances at the time of an employee’s separation are converted to an employee debt for unearned leave.

   c. Managing "use or lose" leave balances. A supervisor is responsible for managing the activities of the office and referring to GSA Form 873/873A for information on the annual leave balances of employees. Supervisors can use this information to establish a leave schedule that avoids excessive leave use at the end of the leave year by employees who would otherwise have leave to "use or lose".

   d. Overtime hours. Enter the overtime hours on GSA Form 873/873A in the blocks provided on the untitled columns on the back of the form daily, so that information needed to reconstruct the T&A record is readily available if the T&A record must be amended.
3. **Maintaining GSA Form 873.**

   a. **Establishing the record for each employee.**

      (1) GSA Form 873 should be prepared for each employee in the attendance control unit at the beginning of the new leave year, or whenever a new employee is gained during the leave year.

      (2) Complete the bottom left side of GSA Form 873, before the beginning of the new leave year or when a new employee is assigned to a unit.

      (3) Part-time employees whose leave category is 4, 6, or 8 earn leave based on the number of hours worked each pay period. It may be helpful to maintain the leave records for these employees on GSA Form 873A, Earned Leave Record.

   b. **Opening balances.**

      (1) Both annual leave and sick leave can be carried forward from one leave year to the next. The carryover amount is shown as the opening balance and is to be posted in the indicated column on GSA Form 873.

      (2) Opening balances for both sick and annual leave must be verified against the number of hours shown on the Supervisor’s T&A Certification Report at the beginning of the new leave year.

      (3) For additional information on annual leave carry over hours, refer to the OAD P 6010.4, Chapter 2 Annual Leave.

   c. **Daily recording of attendance.** GSA Form 873 records all the information shown on the bi-weekly T&A record (time sheet). The first section on GSA Form 873 is to be completed by transcribing the information from the T&A record (time sheet) to the annual attendance record. This should be done daily when using the form.

   d. **Leave earned.**

      (1) Full-time permanent and full-time employees (leave categories 4, 6 and 8) earn annual leave based on the number of years in service. Post the amount of annual leave earned each pay period for these employees.

      (2) All full-time employees, except those on standby, working uncommon tours of duty earn the same amount of sick leave (4 hours per pay period), regardless of their annual leave category. Part-time permanent employees earn sick leave based on the number of hours they have worked each pay period. Post the amount of sick leave earned each pay period for these employees.
(3) Those employees who accrue 80 or more hours in a non-pay status do not earn any leave for that pay period. When the cumulative total of non-paid absences reaches 80 hours, record 0 hours of annual and sick leave earned for the pay period.

(4) For additional information on annual leave earning rates, refer to the OAD P 6010.4, Chapter 2 Annual Leave.

e. Leave used.

(1) The number of hours of leave used for the pay period should be recorded in the correct columns. Be sure that the totals agree with the figures recorded on the time sheet (or equivalent).

(2) Record both annual and sick leave to show the totals of each type of leave used for the leave year. These figures are to be shown in the "used to date" column. To get this figure, simply add the number of hours shown in the "used this pay period" column to the number of hours in the "used to date" column of the previous pay period.

f. Leave balances.

(1) The balance of annual leave, sick leave and compensatory time off is to be recorded by pay period in the "balance" column for each type of leave.

(2) The balance of annual leave, sick leave and compensatory time off in a pay period is derived by adding the amount earned in the pay period to the previous balance and subtracting the amount used in the current pay period.

g. Cumulative time in a non-pay status.

(1) Since the accumulation of LWOP, AWOL, furlough hours, and/or dismissals due to lack of funds affect the amount of annual and sick leave earned for a pay period, it is important to maintain an accurate and current record of these four types of non-paid absences.

(2) Record charges of LWOP (T/C 60), furlough hours (T/C 34) and lack of funds dismissal (T/C 35) in the "LWOP used this pay period" column of GSA Form 873/873A. (Write in the column header in the blank columns provided.)

(3) Record charges of AWOL (T/C 61) in the "AWOL used this pay period" column of GSA Form 873/873A. (Write in the column header in the blank columns provided.)

(4) The cumulative total of the previous pay period plus "LWOP used this pay period" and "AWOL used this pay period" equals the cumulative total for the current pay
period. (Write in the column header in the blank columns provided.)

(5) For full-time employees, when the cumulative total reaches 80 hours and any multiple of thereafter, they do not earn any sick leave or annual leave for that pay period. Record zero in the annual leave and sick leave earned columns.

h. Military leave.

(1) The amount of military leave that an employee uses is recorded by pay period in the "Military Leave" column of GSA Form 873/873A. Since an employee is limited to the number of work hours within the fiscal year that he/she may be on military leave, it is important that this column be kept current and that the total of military leave taken since October 1 of the prior leave year be brought forward under the heading of the column. (Write in the column header in the blank columns provided.)

(2) Record military leave earned and used in hours, do not charge as whole days. Note: Weekend military duty is not chargeable as military leave when the employee’s regular workweek is Monday through Friday.

(3) The supervisor is responsible for making sure that employees are eligible for military leave. Supervisors depend upon timekeeping records for information regarding an employee’s leave usage. Questions about an employee’s rights during military deployment should be directed to the local Human Resources (HR) office.

i. Other leave. All other paid absences are to be recorded each pay period in the "Other Types of Leave Categories" column on the back of GSA Form 873. Identify the type of "other leave" to correspond with what has been recorded on the T&A record. The number of hours shown in this column on GSA Form 873 should agree with the number of hours recorded on the T&A record. For example, “other leave” includes court leave (T/C 42) and other paid absences (T/C 84).

4. Maintaining GSA Form 873A, Earned Leave Record for Part-time, Temporary Employees Appointed for Less than One Year.

a. Establishing the record for each employee.

(1) GSA Form 873A is used to maintain the annual and sick leave records for employees who earn these types of leave based on the hours they have worked each pay period.

(2) Complete the bottom of GSA Form 873A with the employee's name, address, SSN, etc. and the leave year.
b. **Opening balances of leave for the new leave year.**

   (1) Both annual and sick leave can be carried forward from one leave year to the next. Record the carryover balances of annual and sick leave in the correct columns.

   (2) Record the carryover balances of hours worked for both annual leave and sick leave in the appropriate space.

   (3) The opening balances for both annual and sick leave should be verified against the number of hours shown on the Supervisor’s T&A Certification Report the first pay period of the new leave year.

c. **Recording leave earned and used.**

   (1) Hours worked this pay period. This column is used to record the number of regular and overtime (not to exceed 80) hours that the employee worked during the pay period.

   (2) Total hours worked. The column is the sum of hours worked in the previous pay period plus the hours worked in the current pay period.

   (3) Hours applied to leave earned. Depending on the leave category (4, 6 or 8), this number of hours required to earn leave is prorated. For example, leave category 4 would earn one hour for every 20 hours worked.

      (a) Leave category 4--increments of 20 hours worked (20, 40, 60, 80)

      (b) Leave category 6--increments of 13 hours worked (13, 26, 39, 52, 65, 78)

      (c) Leave category 8--increments of 10 hours worked (10, 20, 30, 40, 50, 60, 70, 80)

   (4) Balance of hours worked. This column is equal to the total hours worked minus the hours applied to leave earned for the current pay period.

   (5) Annual leave earned this pay period. Based on the number of hours worked applied to leave earned for the current pay period.

   (6) Earned annual leave balance. This is equal to the earned annual leave balance from the previous pay period, plus the amount of annual leave earned in the current pay period, minus the annual leave used during the current pay period.

   (7) Annual leave used this pay period. The number of hours of annual leave used during the current pay period.
(8) Record the balance of annual leave by pay period in the "balance" column for each type of leave.

(9) The balance of annual leave in a pay period is derived by adding the amount earned in the pay period to the previous balance and subtracting the amount used in the current pay period.

(10) Sick leave earned. The amount of sick leave earned is calculated in the same manner as explained above for increments of 20 hours worked.

(11) Sick leave used and balance. The amount of sick leave used and the balance is calculated as explained above.

(12) Both annual and sick leave must also be recorded to show the totals of each type of leave used for the leave year. These figures are to be shown in the "used to date" column. To get this figure, simply add the number of hours shown in the "used this pay period" column to the number of hours in the "used to date" column of the previous pay period.

5. Retention and filing of GSA Forms 873 and 873A.

   a. If in use, the timekeeper must retain these forms and file them in the attendance control unit.

   b. New forms should be started each leave year. The timekeeper must retain the previous year's forms for 6 years after the close of the leave year and then destroy them locally.
EMPLOYEE SELF SERVICE

1. **General.** GSA utilizes the Office of Personnel Management (OPM) hosted EEX Earnings and Leave Statement (ELS). Specific benefits include:
   
a. A secure Section 508 compliant site for the visually and hearing impaired,
   
b. One page, printable and downloadable ELS
   
c. Statements are available as early as Thursday after the pay period ends,
   
d. Personal data is more secure with the elimination of paper statements, and
   
e. An employee can make changes to their direct deposit (Electronic Funds Transfer - EFT), home address, tax information, and certain payroll and personnel information on the EEX website.

2. **EEX Log-On.** To log on to the EEX ELS, an employee must have a Login ID and password.
   
a. For new employees, a Login ID will be mailed from OPM to their home address on file following the first pay period they enter on duty.
   
b. To request a lost or forgotten Login ID or password the employee should access EEX ([www.employeexpress.gov](http://www.employeexpress.gov)), and select “Forgot Login ID or Password”. The employee is given a choice of receiving it via email or home mail. It can also be requested by calling the EEX Help Desk at (478) 757-3030 or toll-free at (888) 353-9450. The hearing impaired can access TDD by calling (478) 757-3117 or (888) 880-0412.
   
c. Due to additional security measures, EEX requires the employee to answer security questions that are compared to the file submitted by NPB servicing the agency for a match. If the information supplied does not match, the request cannot be processed.

3. **Main menu options.** After accessing EEX, an employee can view their gross pay, net pay, annual leave balance, sick leave balance, and compensatory time balance on the main menu by selecting the “View Summary of Information” link.

4. **Detailed ELS.** To view the detailed ELS, select the “Earnings and Leave” link from the main menu. From this page, an employee is able to print the statement, save to a text version, view as PDF or save to a file. An employee selects the pay period to view by using the drop-down arrow below the “Select Pay Period to View:” and hitting the “Go” button. EEX contains history back to April 2004.
5. **Self-service updates.** An employee can view and make changes to their current information by selecting one of the below links:

   a. Combined Federal Campaign (CFC). (Only available during the annual CFC pledge period).

   b. Direct Deposit.

   c. Federal Employees Health Benefits (FEHB). (During open season only).

   d. Federal Tax.

   e. FEHB Premium Conversion.

   f. FEHB Qualifying Life Event (QLE).

   g. Financial Allotment(s).

   h. Health Savings Allotment (HSA).

   i. Home Address.

   j. State Tax.

   k. Thrift Savings Plan (TSP).

   l. Voluntary State Tax (Second State Tax Withholding).

   m. W2 Hard Copy On/Off.

   n. W2 information.
TIMEKEEPER PROCEDURES

1. New Employees.
   a. General. A Base Schedule record will have to be prepared by the timekeeper for any new employee who enters on duty during the pay period.
      (1) If the base schedule was created after the initialization of the pay period, then a manual timecard will need to be created once the base schedule is completed and signed. Otherwise, a timecard will be created automatically at initialization time.
      (2) The information needed to prepare the base schedule record can be found on the employee’s SF-50, Notification of Personnel Action or provided by the employee.
   b. First pay period.
      (1) For the employee’s first pay period, if he/she worked a full pay period and there were no exceptions, no entries will need to be done to the timecard. A remark in the "REMARKS" section should be made stating the date the employee entered on duty.
      (2) If an employee’s entered on duty date is in the middle of the pay period, the timekeeper will need to enter 9900 (indicates non-working days) for each day in the first week of the pay period and change the full-time/part-time indicator to "YES” only on the timecard. A remark in the "REMARKS” section should be made stating the date the employee entered on duty.

2. Reassignments and Transfers (Between Facilities and/or Regions).
   a. General. Only one valid record for an employee can be in ETAMS. When the gaining timekeeper inputs a transferring employee’s SSN, they should receive one of the following messages:
      (1) “John Doe is currently inactive in Facility ____, Area ____, Team ____. Would you like to add him to your facility?”
      (2) If the timekeeper receives the message “Base Schedule does not exist. Do you want to add it?” The timekeeper has keyed in the wrong SSN for the transferring employee. The gaining timekeeper needs to verify the employee’s SSN.
   b. Transfer effective end of pay period.
      (1) If the last day worked in the old facility was the end of the pay period, the T&A record must be completed and signed by the certifier in the usual manner for the automatic pick-up. The timekeeper in the old facility may want to put a
remark in the "REMARKS" section indicating the effective date of the transfer. Once the timecards have been collected, the losing timekeeper for the old facility will need to log into ETAMS and go to the base schedule option, pull up the employee’s base schedule record and change the status indicator from "ACTIVE" to "INACTIVE." This will allow the gaining timekeeper to pull the employee’s record into the new facility.

(2) Once the pay period has been collected and the losing timekeeper has set the status on the base schedule record to "INACTIVE," the gaining timekeeper can log into ETAMS, go to the base schedule option and on the 'Base Schedule Select' screen, key in the new employee’s SSN in the SSN field and click "OK." A message will pop up asking if you want to add this employee to your facility, click “YES” and the base schedule record will appear. The gaining timekeeper will make the necessary changes to the employee’s base schedule record, such as block number, area/team assignment, tour of duty (if applicable), and labor information if the facility is labor enabled.

If the automatic initialization has been completed before the base schedule was pulled into the new facility the timecard will need to be manually created for the employee. If the initialization has not been completed before the base schedule was pulled into the new facility, a timecard will be created upon initialization. To manually create a timecard, the gaining timekeeper will log in and go to the timecard option. Key the employee’s SSN in the SSN field, click on “OK,” the timekeeper will be prompted with message “Timecard does not exist, do you want to add it,” click on “Yes” and the timecard is created.

c. Transfer effective middle of pay period. If an employee transfers in the middle of a pay period, the losing timekeeper needs to contact the gaining timekeeper or vice versa to decide who will be doing the current timecard for the employee who is transferring. Timekeepers will need to pass necessary information to each other so the timecard can be completed properly.

3. Interoffice detail.

a. General. When an employee is detailed to another office within GSA, the T&A record and the optional GSA Record 873 for the employee must be transferred to the gaining timekeeper at the employee’s place of detail. The facility coordinator will change the area/team assignment so the gaining timekeeper will have access to the employee’s T&A record.

All supporting documents for leave taken and overtime authorization will be kept at the employee’s permanent place of duty. The timekeeper for the employee’s place of detail will forward all of these documents to the regular timekeeper for filing and retention once the detail is complete.

b. Detail within a pay period. Whenever an employee is detailed within the biweekly pay period, his or her base schedule and T&A record can be changed to reflect the area and team number of the detailed (or gaining) office.
(1) When the detail begins within a biweekly pay period, the employee’s timekeeper at the permanent duty location will post on the T&A record the appropriate hours worked and any charges to leave and have the facility coordinator change the area and team assignment to the detailed office for the completion of the T&A record for the pay period. The timekeeper will forward the optional GSA Record 873 to the new timekeeper.

(2) Conversely, at the end of the employee's detail, if it is within a biweekly pay period, the timekeeper will post on the T&A record the appropriate hours worked and any charges to leave, have the facility coordinator change the area and team assignment back to the regularly assigned location for completion of the T&A record for the pay period. The timekeeper will forward supporting documents and the optional GSA Record 873 back to the regularly assigned duty location.

4. Interagency detail. When an employee is detailed to another Federal agency, the detail agreement between GSA and the other agency will provide for the agency to report the employee's attendance and absence by letter (or email) to the appropriate timekeeper for each pay period.

a. Any leave taken within the detail should be supported by an OPM 71, Application for Leave, which should be received with the letter (or attached to the email) from the agency to which the employee is detailed.

b. If the information is not received in time from the agency, the timekeeper may post the regular hours for each workday in order to avoid the delay in submitting the T&A record to the Payroll office.

c. When the information is received late from the agency, the timekeeper must submit an amended T&A record to adjust the information previously submitted.

d. Frequent follow-up should be made with the agency to reduce delays that could result in errors in salary payment or incorrect leave balances. Inform your supervisor or appropriate Human Resource Management office of these delays so that they may take the necessary action to avoid any further delays.

5. Intergovernmental detail.

a. General. Under the provisions of the Intergovernmental Personnel Act (IPA), GSA employees may be detailed to state or other local governments or institutions of higher education for temporary duty (TDY).

b. Pay and leave records. For personnel record purposes, the employees are classified as "on detail" or in a LWOP status. However, for purposes of pay the employee may be:
(1) Paid in full by GSA;

(2) Paid partly by GSA and partly by the government or institution to which the employee is detailed; or

(3) Paid in full by the government or institution to which the employee is detailed.

c. Agreement of detail. The agreement covering the detail will specify the method of payment and will also provide for the detail agency to report the employee's attendance and absences to the GSA timekeeper at the employee's permanent office location.

(1) For employees paid entirely or partially by GSA while on this type of detail, their T&A record will be posted in the usual manner. The "Remarks" section of the T&A record must be annotated to reflect that the employee is on an IPA detail. Also, show the location of the detail.

(2) For employees paid entirely by the detailed government or institution, the T&A record should be posted as if the employee were on LWOP. A reference to the detail must be made in the "Remarks" section of the T&A record.

d. Return to duty. When the employee returns to duty from the detail, the timekeeper shall report the employee as being on duty in his regular office. Annotate in the "Remarks" section of the T&A record the date the detail was terminated.


a. General. Immediately upon being officially notified that an employee will be separating, call and advise the Payroll Office (NPB) so the employee’s leave status can be reviewed. If any negative leave balances exist, the employee must pay back to the Government the total dollar amount of the leave advanced. With adequate notification, GSA can offset any liabilities against the employee's current pay (and any lump sum annual leave payment), and thus may avert a possible debt collection after separation.

b. Final pay period.

(1) For the employee's final pay period, set the "Sep Ind" (separated indicator), located in the lower right hand side of the T&A record, to “YES.”

(2) Annotate in the "Remarks" section of the T&A record the employees last day in a pay status.
Appendix A: Definitions, Terms and Concepts

1. **Absent Without Leave (AWOL)**. AWOL is an unauthorized absence from duty.

2. **Accrued Leave**. Leave earned by an employee during the current leave year.

3. **Accumulated Leave (leave carryover)**. The unused leave remaining to the credit of an employee at the beginning of a new leave year.

4. **Administrative Workweek**. A period of 7 consecutive calendar days designated in advance by the Administrator.

5. **Advanced Leave**. Annual leave or sick leave credited to an employee before it is earned. Advanced leave creates a negative leave balance(s) when the timekeeper and certifier authorize the leave in the ETAMS in excess of the available leave balance. At the time of separation, all negative leave balances are converted to a debt.

6. **Authorized Leave & Overtime Help Application (ALOHA)**. The web-based Authorized Leave & Overtime Help Application (ALOHA) provides an automated workflow where employees request leave or overtime and managers/supervisors login to review and approve/deny their requests. Timekeepers, who maintain leave and overtime request records, may submit and view requests for team members for whom they have timekeeping responsibilities. Approved leave data is automatically transferred to GSA’s electronic timecard, where it becomes a permanent record in the official time and attendance (T&A) system (ETAMS). (Note that approved ALOHA overtime estimates are not actual overtime worked and therefore are not automatically transferred to THE ETAMS.)

7. **Alternative Work Schedules (AWS)**. Flexible and compressed work schedules, established under the provisions of Public Law (P.L.) 99-196 and 5 U.S.C. 6120 et. seq., are collectively known as alternative work schedules.

8. **Attendance Control Unit**. A group of employees whose T&A records are maintained by a timekeeper.

9. **Award Leave**. A distinct category of leave requested and approved via the award process to recognize superior job performance by employees. Award leave must be used within 1 year of effective date documented by the Notice of Personnel Action (SF 50).

10. **Base User**. A base user is an employee who has access to their timecard and may make changes to it. Base users do not have access to their base schedule or the ability to create amendments to their timecard. If changes are made to their timecard, the record will need to be reviewed and signed by the certifier.
11. **Basic Work Requirement.** The number of hours, excluding overtime hours, an employee is required to work or to account for by leave. Depending on the type of AWS, it may be on a daily, weekly, and/or biweekly basis.

12. **Biweekly Pay Period.** A pay period covering two-consecutive weeks, Sunday 12:01 a.m. through midnight Saturday.

13. **Break in Service.** For leave purposes, separation from the rolls for one or more workdays.

14. **Certifier.** Certifiers are responsible for determining the base schedule of their employees, reviewing and signing all leave and overtime requests, base schedules, timecards, and amendments. They are responsible to complete this action before the scheduled ETAMS collection time.

15. **Compensatory Time (Comp Time) Earned.** Time earned in lieu of payment for the approved irregular or occasional overtime worked for FLSA (Fair Labor Standard Act) Exempt employees only. Comp Time cannot be granted for regular overtime work. See OAD P 6010.4 for more details on Comp Time.

16. **Compensatory Time (Comp Time) Used.** Approved time off for earned Comp Time. Comp Time must be used within 26 pay periods from the pay period that the Comp Time is earned. See OAD P 6010.4 for more details on Comp Time.

17. **Compensatory Time Off For Travel (Travel Comp Time).** Covered employees who spend time on officially authorized travel outside their official duty station are entitled to Travel Comp Time on an hour-for-hour basis for creditable time in travel status, if the travel time is not otherwise compensable. Travel Comp Time is not premium pay and may not be converted to pay under any circumstances. It does not count toward the biweekly or annual limits on regular and premium pay or the aggregate limit on total pay. It must be used within 26 pay periods from the pay period it was earned or it will be forfeited.

18. **Compressed Work Schedule (CWS).** An 80-hour biweekly work requirement scheduled for less than 10 workdays, in the case of a full-time employee. For part-time employees, it means a biweekly work requirement of less than 80-hours scheduled for less than 10 days.

19. **Continuation of Pay (COP).** Under Workers’ Compensation rules, full-time and part-time employees who sustain a disabling on-the-job injury are entitled to a continuation of regular pay, without charge to leave, for a period not to exceed 45 calendar days.

20. **Core Time.** The designated hours and days during the biweekly pay period when an employee, on a flexible schedule, must be present for work. Core time includes the unpaid meal period when the employee may be away from work. The meal period is usually restricted to certain hours within the core time. For example, core time from
a.m. to 3 p.m. may include a period, possibly between 11:30 a.m. and 2 p.m., for employees to take their unpaid meal breaks.

21. **Court Leave.** Paid time off without charge to leave for service as a juror or witness in a judicial proceeding in which the Federal, State, or Local government is a party.

22. **Credit Hours.** The hours within a flexible schedule that the employee elects to work over their basic work requirement hours to vary the length of a workweek or workday.

23. **Credit Hours Earned.** The hours of work performed at the employee’s option and with supervisor’s approval, in excess of the basic work requirement in order to vary the length of the workday or workweek for employees on flexible schedules. This is subject to bargaining unit considerations.

24. **Credit Hours Used.** This is approved time off for earned credit hours.

25. **Donated Leave.** The Voluntary Leave Transfer Program (VLTP), authorized by 5 CFR 630.906 and GSA policy, allows Federal employees to donate annual leave to other approved Federal employees to cover medical emergencies for themselves or family members.

26. **Electronic Time and Attendance Management System (ETAMS).** The ETAMS is an internet-accessible, exception-based system that automates the recording of time and attendance for all employees. ETAMS is launched from the GSA FEDdesk Portal (http://feddesk.gsa.gov) website.

27. **Emergency Telework.** Emergency telework is work performed in response to an emergency situation. Examples of emergency telework include unscheduled telework in response to an operating status announcement based on weather or other conditions, and telework in response to direction from Office of Mission Assurance (OMA) in relation to Continuity of Operations Plan (COOP) situation.

28. **Employee.** An individual employed in a Government agency, or Presidential or Congressional Commission.

29. **Expanded Sick Leave.** Expands the use of sick leave established under the Family Friendly Sick Leave Act from 13 days to 12 weeks, but limits the extended use to the care of a family member (as defined under the sick leave regulations) with a serious health condition (as defined under the Family Medical Leave regulations).

30. **Environmental Differential Pay (EDP).** A premium paid to Federal Wage System (see definition below) employees who are exposed to a hazard, physical hardship or working condition of an unusually severe nature, the result of which could be significant physical discomfort, distress, injury, illness, or death.

31. **Excused Absence.** Absence administratively authorized or approved, by the
employee’s supervisor or management chain, which does not result in a charge to leave or a loss of basic pay.


   a. **FLSA Exempt.** Refers to employees not covered by the minimum wage and overtime provisions of the FLSA.

   b. **FLSA Non-Exempt.** Refers to employees covered by the minimum wage and overtime provisions of the FLSA.

33. **Facility Coordinator.** The facility coordinator is responsible for the successful completion of all ETAMS functions for the facility. The facility coordinator acts as the liaison between the FEDdesk support team and their ETAMS facility (provides first-line support to all ETAMS users in the facility). The facility coordinator maintains the facility files (areas/teams, block numbers, users); establishes UserIDs for timekeepers, certifiers, and base users; and changes passwords when a user has forgotten theirs.

34. **Family and Medical Leave.** An entitlement provided for employees to use annual leave, sick leave or LWOP to care for a family member who is incapacitated or has a serious health condition, make funeral arrangements for a family member, attend the funeral of a family member, or adopt a child.

Under provisions of the Family Medical Leave Act of 1993 (FMLA) and OPM regulations, an employee is entitled to up to 12 administrative workweeks of unpaid leave during any 12-month period for an employee’s or family member’s serious health condition, for childbirth or care of a newborn, or for adoption and/or foster care arrangements.

Under certain conditions, an employee may use the 12 weeks of FMLA unpaid leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. The amount of sick leave that may be used to care for a family member is limited. FMLA leave is in addition to other paid time off available to an employee.

35. **Family Member.** OPM provides the following updated definition of family member. An individual with any of the following relationships to the employee:

   - Spouse, and parents thereof;
   - Sons and daughters, and spouses thereof;
   - Parents, and spouses thereof;
   - Brothers and sisters, and spouses thereof;
   - Grandparents and grandchildren, and spouses thereof;
• Domestic partner and parents thereof
• Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

36. **Flexible Time.** The schedule of working hours when employees may choose their time of arrival at and departure from work, within limits set by the controlling directive or agreement.

37. **Flexitime.** A system of work scheduling that splits the workday into two distinct kinds of time: core time and flexible time. Under Flexitime, the employee must be at work during core time and must account for the total number of hours they are scheduled to work.

38. **Flexitour.** An established tour of duty, different from the official hours of work, excluding shift schedules.

39. **Full-time Employee.** An employee who is regularly scheduled to work the number of hours and days (normally 5 days of 8 hours each) required by the administrative workweek established for that particular employment group or class.

40. **Furlough Leave.** The temporary placement of an employee, or group of employees, in a non-duty, non-pay status due to lack of work, lack of funds, or other non-disciplinary reason.

41. **General Schedule (GS) Employee.** A civilian employee hired under the Classification Act. This includes pay plans GS, GM, and GG.

42. **Holiday work.** Non-overtime work performed by an employee during a regular scheduled daily tour of duty on a recognized Federal holiday.

43. **Intermittent Employee.** An employee without an established regular tour of duty schedule.

44. **Irregular or Occasional Overtime Work.** Overtime work that is not part of an employee's regularly scheduled administrative workweek.

45. **Labor Administrator.** Labor administrators are responsible for organizing, managing, and maintaining labor codes for a labor facility in the ETAMS. Labor code tables include: cost center categories, cost centers, functions, and fixed overhead.

46. **Labor Clerk.** Labor clerks can only update or enter labor data into the assigned employees' labor sheet in the ETAMS and create amended timecards for the timecard certifiers. They cannot change certified timecards.

47. **Leave Year.** The period beginning with the first day of the first complete pay period in the calendar year, and ending with the day immediately before the first day of the first
complete pay period in the following calendar year.

48. **Leave Without Pay (LWOP).** An excused absence from duty without pay granted upon an employee's request; or an absence without pay substituted for annual leave or sick leave requested by an employee without sufficient leave credit.

49. **Locality Pay.** An adjustment to GS salaries on the basis of a comparison with non-Federal rates designed to make Federal pay more responsive to labor market conditions in defined locality areas.

50. **Medical Certificate.** A written statement signed by a registered practicing physician or other practitioner certifying to the incapacity, examination, treatment, or the period of incapacitation of an employee undergoing professional treatment.

51. **Night Pay.** Night pay is premium pay for regularly scheduled hours worked between 6 p.m. and 6 a.m. by GS employees. Night pay is a 10 percent differential; it is computed as a percentage of the employee’s rate of basic pay (including locality pay or special rate supplement). Night pay is paid in addition to overtime, Sunday or holiday premium pay.

52. **Night Shift Differential.** Night shift differential is premium pay for hours worked between 3 p.m. and 8 a.m. (different rates apply) during regular tour of duty by wage system employees. Night shift differential is an additional 7.5 percent of the scheduled rate for regularly scheduled nonovertime work when the majority of the employee’s work hours occur between 3 p.m. and midnight. An employee is entitled to a differential of 10 percent for regularly scheduled hours worked between 11 p.m. and 8 a.m. The rate applies to the entire shift when the majority of the hours fall within the specified periods. It is computed as a percentage of the employee's rate of basic pay.

53. **Non-Pay Status.** Periods of leave without pay (LWOP), absence without leave (AWOL), furlough, or dismissal due to lack of funds.

54. **Occasional Overtime Work.** See Irregular Overtime Work definition above.

55. **Official Hours of Work.** The standard office hours currently established in the regions and Central Office.

56. **Overtime Hours.** The overtime hours calculation depends on whether the employee is FLSA or Title 5 (FLSA Exempt) and depends on the type of schedule the employee works (compressed work schedules, maxi-flex, etc.) For guidance on overtime, see the OAD P 6010.4, Chapter 10.

57. **Part-Time Employee.** An employee who is regularly employed on a prearranged schedule of one or more days during each administrative workweek, whose hours or days of work are less than the prescribed hours or days of work for full-time employees.
58. **Payday.** For each pay period, the Electronic Funds Transfer (EFT) Pay Date is the Friday after the end of the pay period. The Official Payday is the second Wednesday after the end of the pay period.

59. **Pay Lag.** The length of time between the close of the pay period and the Payday. (See Payday definition.)

60. **Pay Period.** The biweekly (two-week) period of time for which the employee’s time and attendance is to be reported. There are normally 26 pay periods in a calendar pay year.

61. **Permanent Employee.** An employee whose employment terms do not have a time limitation or are for more than 1 year.

62. **Premium Pay.** Compensation in addition to basic pay for hours worked, such as for holiday work, Sunday premium pay, overtime, compensatory time off, standby duty, or environmental and night pay/night shift differential.

63. **Rate of Basic Pay.** The rate of pay fixed by law or administrative action for the position held by an employee, including any applicable locality payment.

64. **Regular Overtime.** Overtime work that is part of an employee’s regularly scheduled administrative workweek.

65. **Regularly Scheduled Work.** Work scheduled in advance of the administrative workweek.

66. **Restored Leave.** An employee may be granted a restoration of any annual leave forfeited at the end of the leave year due to administrative error, exigency of public business, or employee illness.

67. **Shift.** A shift represents an employee’s tour of duty, usually in whole hour increments plus one-half hour or more for a meal.

68. **Standby Time.** Period in which an employee is officially ordered to remain at, or within, the confines of his/her station, a substantial part of which consists of remaining in a state of readiness rather than performing work.

69. **Supervisor.** The person responsible for supervising the employee, whose attendance and absences are being reported. This is also the person who is responsible for signing and certifying the accuracy of an employee’s T&A record. This may be the employee’s immediate supervisor or the head of the section, branch, division, or other office.

70. **Systems Administrator.** The systems administrator has “super-user” privileges to all FEDdesk applications. Those privileges override all facility coordinators, timekeepers,
certifiers, base users, labor administrators, and labor clerk privileges. The systems administrator is responsible for all maintenance required in FEDdesk; such as creating new facilities, removing unused facilities, assigning new facility coordinators a log-on name and password, resolving any systems problems reported by users and daily maintenance tasks.

71. **Tardiness.** The unscheduled absence of an employee at the beginning of a workday.

72. **Telework.** Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an appropriate alternative worksite other than the location from which the employee would otherwise work. It is designed to reduce an employee’s commute to their regular work location, among other benefits. For additional policy guidance on telework, see the Update HCO 6040.1, GSA Mobility and Telework Policy.

   a. **Emergency Telework.** Telework performed in response to an emergency situation. Examples of emergency telework include unscheduled telework in response to an operating status announcement based on weather or other conditions, and telework in response to direction from the Office of Mission Assurance (OMA) in relation to Continuity of Operations Plan (COOP) situation.

   b. **Situational Telework.** Telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometime also referred to as episodic, intermittent, or ad-hoc telework.

   c. **Routine Telework.** Telework performed as part of a previously approved, ongoing, and regular schedule.

73. **Temporary Employee.** An employee whose employment terms are limited to less than 1 year, or whose employment terms are without time limitation if the appointment is pending establishment of a Civil Service register.

74. **Time and Attendance (T&A) Record.** A T&A record can be (1) a manually completed hardcopy/electronic format, (2) an automated file retained electronically, or (3) a combination of both that reflects actual work performed and leave taken or other absences during authorized work hours and periods. In addition, it must include evidence of supervisory review and approval.

75. **Timekeeper.** The person designated by management to maintain the T&A records for an attendance control unit.

76. **Tour of Duty.** The basic workweek is 40 hours for full-time employees. It includes
the officially prescribed days and hours during which full-time employees are entitled to basic pay. Supervisors establish the workweek for each employee in advance of the administrative workweek by designating its specific days and hours in the work schedule of the employee. The work schedule must show which days and hours are in the basic workweek and which are for regular overtime work. For example, a supervisor could set the work schedule as Monday through Friday, 8 a.m. to 5 p.m. with a one-hour meal period. The basic workweek must not extend over more than 6 of any 7 consecutive days.

77. Union Official Time. Union Official Time codes are designated only for use by Bargaining Unit Status employees performing representational functions on union related activities such as the following:

   a. Term Negotiation. Official time used by Union Representatives to prepare for and negotiate a basic collective bargaining agreement or its successor;

   b. Mid-Term Negotiations. Official time used to bargain over issues raised during the life of a term agreement;

   c. Dispute Resolution. Official time used to process grievances up to and including arbitrations and appeals of bargaining unit employees before various third parties, such as Merit Systems Protection Board (MSPB), Federal Labor Relations Authority (FLRA), Equal Employment Opportunity Commission (EEOC) and the courts.

   d. General Labor/Management Relations. Official time used for activities not included in the above three categories. Examples of such activities include meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

78. Voluntary Leave Transfer Program (VLTP). A program, authorized by 5 CFR 630.906, to allow Federal employees to donate annual leave to other approved Federal employees to cover medical emergencies for themselves or family members (see Donated Leave above.)

79. Wage System Employee. An employee whose rate of pay is set by wage schedules (Federal Wage System) according to the prevailing rate being paid in each locality for similar work. Pay rates for wage system employees differ from those of GS employees in that they are reflected in hourly rates plans WD, WG, WL, instead of annual rates throughout the country according to geographic locality. This includes pay and WS employees.
Appendix B: Aloha Exception Tables

The Authorized Leave & Overtime Help Application (ALOHA) is used to document an employee’s leave and overtime requests and the related supervisory approval. Employee overtime requests and management approvals are estimates of time. These are approved in advance in the ALOHA and at the start of each pay period. Actual overtime (paid or compensatory time off) worked is recorded in the Electronic Time and Attendance Management System (ETAMS).

The following tables list the ETAMS exception codes available in the ALOHA:

Table 1 - Available in the ALOHA for all employees to request.

Table 2 - Available in the ALOHA to only timekeepers and supervisors to request on the employee’s behalf. These leave types require additional verification or documentation prior to approval.

Table 3 – Not available in the ALOHA. These codes require posting directly to the ETAMS.

<table>
<thead>
<tr>
<th>Table 1</th>
<th>ETAMS Exception Codes in ALOHA Available to All Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Exception Code</td>
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<td>Earned Leave</td>
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<td>50-Sick Leave</td>
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<td>41-Compensatory Time Used</td>
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<td>37-Credit Hours Used</td>
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<td>42-Travel Comp Used</td>
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<td>54-Award Leave Used</td>
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<td>Restored Leave</td>
<td>44-Restored Leave #1</td>
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<td>45-Restored Leave #2</td>
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<td>89-Restored Leave #3</td>
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<td>Donated Leave</td>
<td>85-Donated Leave Used</td>
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<td>Type of Exception Code</td>
<td>Code</td>
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<td>Secondary Leave</td>
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<td>Leave-Benefit</td>
<td>48-Home Leave</td>
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<td>Military Leave</td>
<td>51-Regular Military Used</td>
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<td></td>
<td>49-Military Reserve Technician</td>
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<td>53-DC National Guard Military Used</td>
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<tr>
<td>Overtime (OT)</td>
<td>17-OT Rotating Shift</td>
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<td>Other Paid Absences</td>
<td>84-Other Paid Absences</td>
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<td>Religious Comp Time</td>
<td>46-Religious Comp Earned</td>
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<td>Type of Exception Code</td>
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<td>Environmental Differentials</td>
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<td>25-EDP Actual Exposure/OT – 50%</td>
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<td>26-EDP Actual Exposure/OT – 8%</td>
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<td>62-Actual Exposure – 4%</td>
</tr>
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</tr>
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<td>65-Actual Exposure – 50%</td>
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<td>66-Hours in Pay Status – 4%</td>
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<td>67-Hours in Pay Status – 8%</td>
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<td>68-Hours in Pay Status – 25%</td>
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<td>30-3\textsuperscript{rd} Shift Night Differential</td>
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<td><strong>Disaster Relief</strong></td>
<td>31-Federal Disaster Relief</td>
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<td>32-Federal Disaster Relief-FEMA</td>
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<tr>
<td></td>
<td>33-Evacuation Pay</td>
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<td><strong>Furlough</strong></td>
<td>34-Furlough Regular</td>
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<td>35-Furlough Lack of funds</td>
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<td>55-Long Term Furlough Hours - Over 30 Days</td>
</tr>
<tr>
<td></td>
<td>56-Long Term Lack of Funds – Over 30 Days</td>
</tr>
<tr>
<td><strong>Court</strong></td>
<td>42 Court Leave</td>
</tr>
<tr>
<td><strong>Military</strong></td>
<td>52-Emergency and Contingency Operations Duty</td>
</tr>
<tr>
<td><strong>Disciplinary</strong></td>
<td>59-Suspension</td>
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<tr>
<td></td>
<td>61-AWOL</td>
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<td><strong>Union</strong></td>
<td>70-Term Negotiations</td>
</tr>
<tr>
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<td>71-Mid-Term Negotiations</td>
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<tr>
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<td>72-Dispute Resolution</td>
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<td>73-General Labor/Management Relations</td>
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<td>Volunteer Leave</td>
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