

## **Time & Attendance Policy for 8 Oct., 2013**

### **For the pay period beginning 6 October 2013**

#### **What status do the employees called back to work under Pay or Military Act (POMA) fall within (excepted, exempted, other)?**

Employees who were initially furloughed and later recalled are considered appropriated funded employees from the date of recall. They're neither accepted nor exempted.

#### **Are employees called back to work under POMA authorized to take annual or sick leave for the pay period beginning 6 October 2013 (assuming supervisor approval)? How should those hours be recorded in EMTS/ATAAPS/DCPS?**

From October 6 forward, all employees on duty are authorized to take leave (annual or sick) as approved by their supervisor in the ordinary course of business and should record leave using the appropriate leave code in the Time and Attendance system. Employees still furloughed may not take leave as they are not in duty status. If leave was taken from 1 October to 4 October by excepted personnel, it should have been coded LWOP.

#### **How should employees called back to work under POMA code regular hours worked in EMTS/ATAAPS/DCPS?**

Employees should not attempt to make retroactive adjustments to the Time and Attendance system for the pay period ending Oct 5. For pay period beginning 6 Oct, employees should record their time in the appropriate Time and Attendance system using the codes reflecting their status – RG for regular hours worked, LA for annual leave, or LS for sick leave.

#### **How do non-excepted employees record their hours worked during orderly shutdown of operation, 1 Oct 2103?**

At this time, non-excepted employees are not authorized to record regular hours for worked performed during the orderly shutdown of operations on October 1, 2013 or thereafter if it took more than one day. However, once an appropriation or continuing resolution is passed and funds are made available, employees can make retroactive changes to update those hours in EMTS/ATAAPS.

#### **When should employees begin to record time in EMTS/ATAAPS for the Pay Period beginning 6 October 2013?**

Employees can begin recording their time for the current pay period immediately, but we recommend that all personnel wait until the end of the week to start entering time in order to take stress off of the systems at the start of the pay period.

#### **Will employees who were required to perform orderly shutdown duties receive pay for this time and when?**

Employees who performed orderly shutdown duties will be compensated for these hours when a regular appropriation or continuing resolution is passed and funds become available.

#### **When will employees who were furloughed receive back pay?**

The bill awarding furloughed employees back pay has not been signed into law yet. Even if the law is ultimately passed and signed by the President, employees would have to wait until an appropriation or continuing resolution is passed before they could be compensated for this time.

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**Are employees called back to work under POMA authorized to take Comp Time earned for the pay period beginning 6 October 2013 (assuming supervisor approval)? How should those hours be recorded in EMTS/ATAAPS/DCPS?**

Yes, they should follow the same procedures for leave and submit a request in ATAAPS (or their respective T&A system) and code as Comp Time Taken.

**Are employees called back to work under POMA authorized to earn Overtime or Comp Time for the pay period beginning 6 October 2013 (assuming supervisor approval)? How should those hours be recorded in ATAAPS/DCPS?**

Comp time and overtime remain under sequestration guideline. There is no blanket authorization for comp or overtime pay at this time. The requests should be considered under a case-by-case basis under the sequestration guidance. If OT or comp time is authorized at a later date, the employee would submit a premium hour request in ATAAPS and get hard copy 428 approval from their supervisor prior to entering the proper codes in ATAAPS (OS/OT for overtime and CE for comp time earned).

**Once an appropriation or continuing resolution is passed, how will employees correct their timecards in ATAAPS/DCPS?**

Once we have an appropriation or continuing resolution (CR) and a bill authorizing the back pay for civilians under POMA, employees will submit retro changes via EMTS/ATAAPS. However, to prevent a system overload issue, we recommend the following schedule for retro changes: PACAF/USAFE/ANG/AFRC first day for 2 days at beginning of pay period following appropriation/CR passage; AFDW/AMC/AFMC/AFSOC third day (for 2 days); ACC/AETC/AFGSC fifth day for 2 days; and COCOMS seventh day for 2 days.