SENSITIVE PERSONNEL DATA - USE IS RESTRICTED
EMPLOYEE OFFICE: 4881

CONTACT POINT: FA-11-0010-48-03

DATA BASE

TIME AND ATTENDANCE REPORT

SSNO (1)	PP (2)	TYPE LEAVE (3)	TYPE EMPL (4)	PRIOR CARRYOVER (5)	YTD EARNED (6)	YTD USED (7)	YT CR ENDING BALANCE (8)	ENDING BALANCE (9)	P/T CARRYOVER BALANCE (10)	ACCRUED THIS PP (11)	USED THIS PP (12)	END BALANCE (13)
NAME: FSAEMPLOYEE, DEE (14)												
				SCD DATE: 04/21/86 (15)				A/L CATEGORY: 6 (16)				
111-11-1111	18	ANN	1	19.25	108.00	77.75		49.50		6.00		59.25
		SICK		658.50	72.00	45.00		679.50		4.00		669.50
NAME: FSAEMPLOYEE, LINDA												
				SCD DATE: 08/13/83				A/L CATEGORY: 8				
222-22-2222	18	ANN	1	89.00	144.00	104.25		133.75		8.00	17.00	138.75
		COMP		23.00	10.00	20.00		13.00 **			5.00	0.00**
NAME: FSAEMPLOYEE, TERRI												
				SCD DATE: 04/21/86				A/L CATEGORY: 6				
333-33-3333	18	ANN	2	16.00	88.00	32.00		72.00	8.00	3.00		41.00
		SICK		8.50	57.00	58.50		7.00	4.00	3.00	5.00	6.50

** COMP ENDING BALANCE = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).

TOTAL EMPLOYEES: 3   TOTAL ERRORS: 6

LEAVE ERROR REPORT
FIELD DESCRIPTIONS

(1) SSNO	The social security number of employee with an error.
(2) PP	The pay period for which the error report was run. The error did not necessarily occur in this pay period. When submitting an error report to your servicing personnel office, you must complete the audit through the current processing pay period.
(3) TYPE LEAVE	The type of leave that has an error code. An audit should be prepared for each type of leave listed.
(4) TYPE EMPL	Employee's work schedule the pay period in which the report was run. 1 - Full Time, 2 - Part Time. The work schedule listed for the employee should be compared against the employee's T&A reporting system. A difference in work schedule may result in leave errors.

DATA BASE
Fields 5, 6, 7, 8, 9, and 10 reflect information calculated from the National Finance Center's database.

(5) PRIOR CARRYOVER	For each type of leave listed with an error, the report will show the leave balance that was carried over from the previous leave year.
(6) YTD EARNED	For each type of leave listed with an error, the report will show the leave earned as of the pay period the report is run through.
(7) YTD USED	For each type of leave listed with an error, the report will show the leave used as of the pay period the report is run through.
(8) YT CR	
(9) ENDING BALANCE	The balance at the end of the pay period for each leave listed with an error.
(10) P/T CARRYOVER BALANCE	An employee working on a part time work schedule accrues leave on a prorated basis. The report will list the number of hours to be used in computing the accrural for the next pay period. A difference between the carryover hours reflected in the database and the employee's T&A reporting system may cause an error.

TIME AND ATTENDANCE REPORT
Fields 11, 12, and 13 reflect the information supplied on the T&A submitted for the pay period in which the report was run.

(11) ACCRUE THIS PP	The amount of leave accrued on the T&A for the pay period reflected on the leave error report. For annual leave errors, compare this field with field 16, **A/L CATEGORY.** A difference will result in a leave error.
(12) USED THIS PP	The amount of leave used on the T&A for the pay period reflected on the leave error report.
(13) END BALANCE	The balance at the end of the pay period, as submitted on the T&A.
(14) NAME	The employee's name.
(15) SCD DATE	The service computation date of the employee used to compute the employee's annual leave category.
16) A/L CATEGORY	The employee's annual leave category. For annual leave errors, compare this field with field 11, **ACCRUED THIS PAY PERIOD.** A difference will result in a leave error.

GENERAL SOLUTIONS CHECKLIST

√	Compare the Earned YTD balance(s) on the leave error report with the calculated Earned YTD totals on the T&A report.
√	Compare the Used YTD balance(s) on the leave error report with the calculated Used YTD totals on the T&A report.
√	Verify that the Prior Year Carryover balance(s) on the leave error report are the same as the Brought Forward balance(s) on the Pay Period 1 T&A.
√	Cross Error: Differences in balances could point to a crossing error. For example, the T&A charged the employee annual leave in the amount of 6.00 hours while the NFC charged the employee sick leave in the amount of 6.00 hours.
√	Part Time employees accrue leave on a prorated basis. A difference in the annual leave category between the NFC and the T&A record will cause an error.
√	Unapplied Part Carryover Hours that do not match between the NFC and the T&A record will cause an error in the accruals.
√	Part time employees accrual sick leave at the same rate: 1 hour for every 20 hours of time worked + unapplied carryover hours. The rate of annual leave accrual is computed as follows: {table below}

Annual Leave Category	Rate of Accrual
4	**1 hour for every 20 hours of work and unapplied carryover hours**
6	**1 hour for every 13 hours of work and unapplied carryover hours**
8	**1 hour for every 10 hours of work and unapplied carryover hours**

The formula for computing the number of hours accrued is the same for each rate of accrual:

(Hours Worked + Beginning Unapplied Part Time Hours)/Rate of Accrual

See pages 83-85 of Chapter 21 , Time and Attendance Reporting, for more information.

√	Once an employee has been advanced the maximum number of hours (240 hours of sick leave, the amount of leave accrued to the end of the leave year for annual leave), the NFC will automatically place the employee in a leave without pay status to bring the hours to the scheduled tour of duty.
√	The leave error report shows the pay period the report was prepared (**field #2**). Use this pay period as the point of comparison but when preparing an audit, you must complete the audit through the most current processing pay period. Changes to the NFC database are current and not historical.
√	Comp Leave earned for regular purposes and for religious purposes is recorded separately by the NFC. Errors often occur when the leave earned is coded for religious purposes but is used as regular.