



## Human Resources Updates

May 2007

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## AgLearn Update

- Train additional Training Designees
- Convert employee data in TRAI to AGLearn system
- Input backlog of SF-182s into AGLearn
- Have employees verify training records

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## STAR Web 5.0

Access at:

- <http://www.nfc.usda.gov>,  
Under Application Launchpad, select the STAR Icon, or
- <https://tafh50.nfc.usda.gov/star>

The Pay and Leave Staff is currently pilot testing the EPP feature. There are no plans to roll out this feature to the locations yet. Locations will be notified of an implementation schedule.

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## New Feature in STAR Web

- **On Employee Detail Screen, 5 options**
  - Active
  - Inactive
  - Reassigned
  - Separated
  - Transferred
- **Now when you have employees who leave, you can inactivate their t&as, and activate them, when they come back.**

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## Time and Attendance

- **Changes in Family Sick Leave**
  - 80 hour balance is no longer required
  - You can be advanced up to 240 hours for serious health conditions of family members.
  - General family care or bereavement is the same – 13 days (104 hours)
  - You have 15 days to get in your leave slip for sick leave usage.

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## Regular Compensatory Time Changes (1)

- **Effective May 14, 2007, any regular compensatory time earned must be used by the end of the 26<sup>th</sup> pay period after it was earned or it must be paid.**
- **Employees that currently have compensatory time that is not used by May 14<sup>th</sup>, have until the end of the pay period ending 3 years after May 14, 2007.**

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### Regular Compensatory Time Changes (2)

- **Compensatory time not used, must be paid at the overtime rate at which it was earned.**
- **The Pay and Leave Staff will send out a notice shortly. There are no reporting plans yet.**
- **Strongly encourage employees to use comp time before annual leave.**

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### Compensatory Time for Travel

- **Time Traveled on a Holiday during hours that correspond to tour of duty hours cannot be counted as Compensatory Time for Travel**
- **Time Traveled on a Holiday outside your normal tour of duty hours can be counted as Compensatory Time for Travel**

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### Injury Leave (Code 67)

- **Continuation of Pay – For traumatic injuries only**
- **In accordance with the Federal Employees' Compensation Act (FECA), injured workers may be entitled to 45 calendar days of injury leave.**
- **Contact the workers' compensation staff when you have an employee who may qualify for this leave.**

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