



Enterprise Human Resources and Payroll (EHRP) Instructional Letter

Number: EHRP05-02

Date: April 17, 2005

Subject: Home Leave

Purpose

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some changes in the processing of home leave. This letter provides information on these changes to start, change and stop actions.

NOAs

The user will key in the NOA on the PAR page – Data Control tab. The following NOAs have been established:

9103....Home Leave Start/Change

9104....Home Leave Stop

Home Leave data will be set up at DFAS and in EHRP in accordance to what the agencies provide prior to conversion. Following conversion, Home Leave data will only be started, changed, or stopped on a 9103 or 9104 NOA.

Start Actions

For a Start the user will add one of the following earnings codes under the Other Pay hyperlink on the Compensation tab:

W0.....0 days

W5.....5 days

W10...10 days

W15...15 days (HHS's standard is always to give 15 days).

For Start actions, the user will also have to enter data on the Service Agreements page.

The 'Service Agreement Type' should be set to 'Home Leave'.

The 'Effective Date' is the Accrual Start date, which represents the day the employee actually arrived in the overseas location.

NOTE: The 'Effective Date' on the Service Agreements page will be used as the effective date on the Home Leave Start action, not the 'Effective Date' from the PAR page. Therefore, not entering an 'Effective Date' on the Service Agreements page will cause the action to reject.

The 'Service Date' is the Eligibility Use Date, which represents the date at which an employee may take his or her leave. This date must be at least 24 months from the Accrual Start Date.

When a user saves the page, an online edit will execute, requiring that there be both an 'Effective Date' and 'Service Date' if the user has selected a service agreement type of 'Home Leave.'

Change Actions

A Change is only necessary if an employee's accrual rate changes.

If the Geographic Location (GLO) changes from one Alpha to a different Alpha, we will expect you to send a 5EN or 5EC if the accrual rate (days) changes.

If the employee's **location** changes but the accrual rate stays the same, a Home Leave Change action is **not necessary**.

If the employee is put on LWOP - Military (NOA 473), DFAS will suspend the accrual and when the employee is returned to duty (NOA 292) DFAS will continue the accrual from that point. You do not need to send a transaction to set the accrual rate to zero.

Since the standard is 15 days for all employees regardless of their location and DFAS handles LWOP/Return to Duty, we are not expecting a Change ever to occur. However, if it does, the 9103 NOA should be used for both.

Stop Actions

On a Stop action, the **earnings code** on the Other Pay hyperlink on the Compensation tab should be **deleted**.

When the first two positions of the GLO are changed from Alpha to Numeric, DFAS will automatically set an end date for the home leave accrual to stop.

If the user needs to stop it for any other reason, use the 9104 NOA. In addition, on Stop actions the user must enter an 'End Date' on the Service Agreements page where the Service Agreement Type is 'Home Leave.'

NOTE: The 'End Date' will be passed to DFAS as the 'Effective Date' of the Stop action - not the 'Effective Date' from the PAR page.

An online edit will produce a warning to the user saying that this field is required on Stop actions. If this field is not completed, the Stop action will reject at DFAS.

For further assistance or for questions regarding the information in this letter, please contact Marie King (MKing@psc.gov) or Theresa Lewis (TLewis@psc.gov).