

## Scenarios- New Procedures: Recording Billable Inspection Time

**\*\*\*\*\* If an establishment is working outside of their approved operating hours (i.e., the establishment is in an overtime status), the hours worked by an inspector should be recorded on their T&A using a billable code (“REIMB”, “EGG”, or “VOL” in the description) and an Establishment ID should be entered for those hours. An inspector does not need to be in an overtime status for their hours to be billable, only the establishment needs to be working outside of their approved operating hours. \*\*\*\*\***

**There is no change to billable time for Egg Products or Voluntary Services.**

### Scenarios

1. How does an inspector know when to charge an establishment?

The time of an inspector is billable to the establishment when the establishment is operating outside of their approved hours of operation (facility overtime) even if the inspector is not in an overtime status.

Hours worked during the approved hours of operation for a meat or poultry establishment will continue to be recorded using a non-billable code. All hours worked outside of the approved hours of operation of a meat, poultry, or egg products establishment (i.e., the establishment is in overtime status) will be recorded using a billable code and establishment ID.

FSIS bills the establishment when the establishment is in overtime status even if the inspector is not in an overtime status.

2. What if the inspector has leave without pay (LWOP) or absent without leave (AWOL) during the day, will the establishment only be charged for the hours the inspector is in overtime status?

If the establishment is working outside of their approved hours of operation (facility overtime), they will be charged for the hours worked by all inspectors while the facility is in overtime status, even if an inspector does not record the hours as overtime hours on the T&A.

For example: An establishment’s approved hours of operation are 7:00am-3:30pm, but the inspector is scheduled to work additional hours that day. During the 1<sup>st</sup> hour of the shift of the inspector (7:00am-8:00am) the inspector has been approved to record LWOP. Any hours worked during the establishment’s approved hours of operation are not billed to the establishment. However, any hours worked after the establishment’s approved hours of operation, which in this example is any hours after 3:30pm, will be billed to the establishment. In this example, it is assumed that a different inspector has worked from 7:00am-8:00am to cover during the absence of the inspector.

Establishment Approved Hours of Operations	7:00am-3:30pm
Establishment Overtime	3:30pm-6:00pm
Inspector Regular Working Hours	7:00am-3:30pm
Inspector Hours for the day	8:00am-6:00pm
Inspector LWOP	7:00am-8:00am

Transaction Type	Hours	# Hours	Billable/Establishment ID Recorded?
71-LWOP (non-billable)	7:00-8:00	1	No
01-Base Time (non-billable)	8:00-3:30	7	No
01-Base Time (billable)	3:30-4:30	1	Yes
21-Overtime-over 8 (billable)	4:30-6:00	1 ½	Yes

3. What if an inspector works an 8 hour per day work schedule at an establishment that works overtime every day?

Any hours worked outside of the establishment approved hours of operation are billable to the establishment.

Establishment Approved Hours of Operations	7:00am-3:30pm
Establishment Overtime	3:30pm-5:30pm
Inspector Regular Working Hours	7:00am-3:30pm
Inspector Hours for the day	7:00am-5:30pm

Transaction Type	Hours	# Hours	Billable/Establishment ID Recorded?
01-Base Time (non-billable)	7:00-3:30	8	No
21- Overtime over 8 (billable)	3:30-5:30	2	Yes

4. What if the establishment is in overtime before the inspector has reached either 8 hours in a day or 40 hours in the week?

If the establishment is operating outside of its approved hours of operation, the hours worked by an inspector are billable to the establishment regardless of the pay status of the inspector. In the following example, assume that one inspector worked from 7:00am-9:00am as part of their shift, and the 2<sup>nd</sup> inspector is starting at 9:00am and the example shows how the 2<sup>nd</sup> inspector will record their time.

Establishment Approved Hours of Operations	7:00am-3:30pm
Establishment Overtime	3:30pm-6:00pm
2 <sup>nd</sup> Inspector Regular Working Hours	9:00am-5:30pm

Transaction Type	Hours	# Hours	Billable/Establishment ID Recorded?
01-Base Time (non-billable)	9:00-3:30	6	No
01-Base Time (billable)	3:30-5:30	2	Yes
21-Overtime over 8 (billable)	5:30-6:00	½	Yes

5. What if an inspector works at multiple meat or poultry establishments with different operating hours and the inspector has time where they are in an overtime status, but the establishment is not?

Any hours worked by an inspector over 8 hours per day or 40 per week are overtime and should be coded on the inspectors T&A as overtime. However, if the meat or poultry establishment is within its approved hours of operations (i.e., the establishment is not in overtime), then the establishment is not billed for that overtime.

Establishment A Approved Hours of Operation	5:00am-1:30pm
Establishment B Approved Hours of Operation	6:00am-2:30pm
Establishment B Overtime	2:30pm-3:30pm
Inspector Regular Working Hours	5:00am-1:30pm
Actual Hours Worked by the Inspector	5:00am-7:00am Estab. A 7:00am-3:30pm Estab. B

Transaction Type	Hours	# Hours	Establishment To Bill	Billable/Establishment ID Recorded?
11-Base w/ Night Dif (non-billable)	5:00-6:00	1	N/A	No
01-Base Time (non-billable)	6:00-1:30	7	N/A	No
21-OT (non-billable overtime)**	1:30-2:30	1	N/A	No
21-OT (billable overtime)	2:30-3:30	1	B	Yes

\*\*The hours from 1:30-2:30 are not billable to Establishment B because Establishment B will not be in OT status until 2:30.

6. What if an inspector works at multiple establishments that are in overtime status when the inspector is also in an overtime status?

Any hours worked by an inspector over 8 hours per day or 40 per week are overtime and should be coded on an inspector's T&A as overtime. If the establishment is also in an overtime status (operating beyond its approved hours of operations), then the establishment is billed for that overtime and a billable code should be used.

Establishment A Approved Hours of Operations	5:00am-1:30pm
Establishment B Approved Hours of Operation	5:00am-1:30pm
Establishment B Overtime	1:30pm-2:30pm
Establishment C Approved Hours of Operation	5:00am-1:30pm
Establishment C Overtime	1:30pm-3:30pm
Inspector Regular Working Hours	5:00am-1:30pm
Actual Hours Worked by the Inspector	5:00am-7:00am Estab. A 7:00am-2:30pm Estab. B 2:30pm-3:30pm Estab. C

Transaction Type	Hours	# Hours	Establishment To Bill	Billable/Establishment ID Recorded?
11-Base w/ Night Dif (non-billable)	5:00-6:00	1	N/A	No
01-Base Time (non-billable)	6:00-1:30	7	N/A	No
21-OT (Billable overtime)	1:30-2:30	1	B/C*	Yes
21-OT (Billable overtime)	2:30-3:30	1	C	Yes

\*30 minutes to each establishment during this hour.

7. What if I work 8 hours at an establishment on an in-lieu of holiday?

**Legal Holiday:** Actual day including Saturday and Sunday that the holiday falls on.

**Federal Holiday:** When the legal holiday falls on a Saturday, the Federal Holiday is recognized on Friday. When the legal holiday falls on a Sunday, the Federal Holiday is recognized on Monday.

**In-lieu of Holiday:** When an employee is not scheduled for a basic workweek (i.e., Monday – Friday), an in-lieu of day is designated for the holiday. Refer to FSIS Notice 35-21 Holidays in 2022 for additional information on legal holidays and in-lieu of holidays.

When neither the Federal holiday nor the legal holiday falls on an inspector’s scheduled workday, a day within their work schedule is designated as an in-lieu of holiday. Establishments are not billed for hours worked on an in-lieu of holiday. FSIS only bills holiday hours for hours worked on the legal or Federal holiday. So, although an inspector will be paid for the holiday worked, the establishment will not be billed for their in-lieu of holiday hours. Any hours worked outside of the approved operating hours of the establishment during this day are still billable to the establishment as overtime. An inspector would code their holiday hours worked on an in-lieu of day (i.e., not the legal or Federal holiday) on their timesheet as:

Transaction Type	# Hours	Billable/Establishment ID Recorded?
66-Paid Holiday Time Off	8	No
31-Holiday Worked (non-billable)	8	No

8. If an establishment performs pre-op before their hours of operation and works past their hours of operation, how do I code my timesheet?

Any time worked outside of the approved hours of operation for that establishment would be billable. If the establishment starts 30 minutes prior to their approved operating time, works an 8-hour shift during their approved operating hours, and then works an hour outside of their approved operating hours they would record:

Transaction Type	# Hours	Billable/Establishment ID Recorded?
01-Base Time (non-billable)	8	No
21-OT (billable overtime)	1.5*	Yes

\*30 minutes for pre-op conducted on overtime and 1 hour for overtime worked at the end of the shift.

9. If an inspector is on a patrol assignment at four establishments and works 12 hours. How is their 4 hours of overtime recorded?

Establishment A Approved Hours of Operations	5:00am-1:30pm
Establishment A Overtime	1:30pm-5:30pm
Establishment B Approved Hours of Operation	5:00am-1:30pm
Establishment B Overtime	None
Establishment C Approved Hours of Operation	5:00am-1:30pm
Establishment C Overtime	1:30pm-5:30pm
Establishment D Approved Hours of Operation	5:00am-1:30pm
Establishment D Overtime	1:30pm-5:30pm
Inspector Regular Working Hours	5:00am-1:30pm
Actual Hours Worked by the Inspector	5:00am-8:00am Estab. A 8:00am-12:00pm Estab. B 12:30pm-4:30pm Estab. C 4:30pm-5:30pm Estab. D

Transaction Type	Hours	# Hours	Establishment To Bill	Billable/Establishment ID Recorded?
11-Base w/ Night Dif (non-billable)	5:00-6:00	1		No
01-Base Time (non-billable)	6:00-1:30	7		No
21-OT (billable overtime)	Split	1.25	A	Yes
21-OT (billable overtime)	Split	1.25	C	Yes
21-OT (billable overtime)	Split	1.5	D	Yes

There are many examples for splitting overtime. The time is prorated proportional to the amount of billable time for the establishments operating. In this example, when 3

establishments are all operating during overtime, the time is split between the three establishments. The time (4 hours) cannot be exactly evenly split 3 ways using 15-minute increments, so the time is split and on this day Establishment D is billed 15 minutes more than A or C. The next day, IPP are to bill a different establishment, so the amount billed over the pay period is proportional to the time worked over the entire pay period.

10. How does an inspector know if they are charging an establishment?

When a billable code is selected for any work hours, the T&A system will require an establishment number. The selection of the billable code notifies the Office of the Chief Financial Officer (OCFO) to extract that information from the T&A and bill the establishment at the correct rate and for the appropriate amount of time.

**NOTE: Leave should never be recorded as billable.**

11. How can an inspector tell if the code is a billable code?

When the description of a code contains “REIMB”, “EGG” or “VOL”, the code is billable. Additionally, the T&A system will require an Establishment ID.

Digits	Example: 5AB5273
1 <sup>st</sup> -3 <sup>rd</sup> represent the organization (program area, district, and state)	5AB – OFO;Alameda; California
4 <sup>th</sup> represents the fund	5 – Overtime/Holiday (7 is voluntary)
5 <sup>th</sup> & 6 <sup>th</sup> represent the activity	27 – Meat Slaughter (other examples: 33 is Poultry, 35 is Export)
7 <sup>th</sup> represents the fiscal year	3 – FY 2023 (this digit will be 4 in FY2024)

Below are a few examples of billable codes:

CODE	DESCRIPTION
5AB5273	CA MEAT SLAU REIMB
5AB5293	CA MP PROD INSP REIMB
5AB5333	CA POULTRY SLAU REIMB
5AB5353	CA EXPORT INSP REIMB
5AB5433	CA POL RATITE SQUAB REIMB
5AB5483	CA IMPORT INSP REIMB
5MD7223	OH PROCESS VOL INSP
5MD7253	OH POL SLAU VOL INSP
5MD7263	OH EXPORT VOL INSP

## Additional Scenarios – clarification - billing for “VOL” codes versus “REIM” codes

Reference FSIS Directive 12600.1

**Official Establishment:** An establishment operating under Federal inspection pursuant to the Federal Meat Inspection Act (FMIA), the Poultry Products Inspection Act (PPIA), or the Egg Products Inspection Act (EPIA).

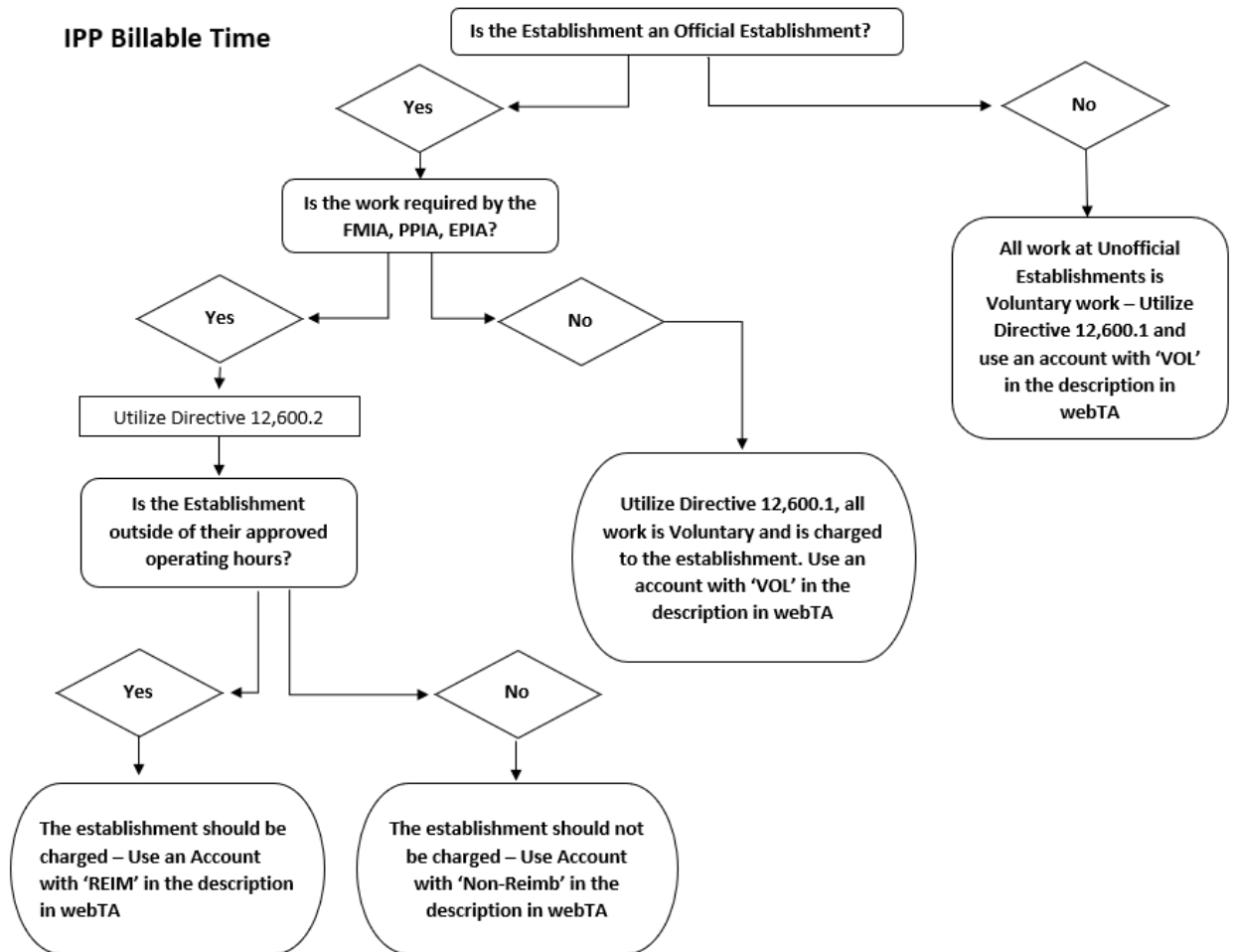
**Non-Official Establishment:** A facility where FSIS provides inspection coverage, upon request, for certain activities authorized in the Acts. These facilities are not authorized to operate under the Federal Meat Inspection Act, the Poultry Products Inspection Act or the Egg Products Inspection Act. **Work performed at a non-official establishment is always billable as Voluntary.**

- A. FSIS provides billable voluntary services which are not required under the Federal Meat Inspection Act, the Poultry Products Inspection Act or the Egg Products Inspection Act. These services will be billed to the Establishment by selecting a code that contains “VOL” in the description.
- B. FSIS collects fees from establishments in one of three categories:

Billable Code Description	Criteria
Voluntary “VOL”	Services <b>not</b> required under FMIA, PPIA, EPIA
Billable overtime or holiday worked “REIM”	Services required under FMIA or PPIA and the official establishment is in an overtime status or worked on a holiday
Egg Products “EGG”	Services are required under EPIA and either the inspector or the official establishment is in an overtime status, or the work is performed at a non-official establishment

- C. When performed in an official establishment that is not in an overtime status, the activities and verification process of issuing export certificates that are required by FMIA, PPIA or EPIA and as described in FSIS Directives 9000.1, Revision 1 and 9040.1, Revision 3, are not billable services and should not be billed to the establishment.
- D. When performed in an official establishment that is in an overtime status, the activities and verification process of issuing export certificates that are required by FMIA, PPIA or EPIA and as described in FSIS Directives 9000.1, Revision 1 and 9040.1, Revision 3, are billable services. These services will be billed to the establishment by selecting a code that contains “REIM” in the description.
- E. All hours worked at either official or non-official establishments for the activities and verification process of issuing export certifications that include items such as additional certifications that are required by the importing country but are not required by FMIA, PPIA or EPIA are billable services. These services will be billed to the establishment by selecting a code that contains “VOL” in the description.

- F. Non-official establishments (i.e., FSIS only performs voluntary or other billable inspection services at the location) are only assigned a V number in PHIS. When performed at a non-official establishment, the issuance of export certificates is always billable as a voluntary service. These services will be billed to the establishment by selecting a code that contains “VOL” in the description.





## Voluntary vs. Reimbursable Exports

