



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

FSIS Directive  
3530.4

# Time and Attendance Reporting

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, D.C.

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# FSIS DIRECTIVE

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3530.4

7/9/85

## TIME AND ATTENDANCE REPORTING

### PART ONE--BASIC PROVISIONS

#### I. PURPOSE

This directive provides basic instructions for preparing a T&A report.

#### II. (RESERVED)

#### III. (RESERVED)

#### IV. REFERENCES

FSIS Directive 3530.1, Preparation of Time and Attendance Reports for Intermittent Employees  
FSIS Directive 4550.1, Travel Time Pay Entitlement Under Title 5, U.S. Code  
FSIS Directive 4550.4, Premium Pay Under Title 5, U.S. Code  
FSIS Directive 4551.1, Provisions of the Fair Labor Standards Act  
FSIS Directive 4610.5, Alternative Work Schedules  
FSIS Directive 4630.2, Leave  
FSIS Directive 5110.1, Reimbursable Services References Guide  
FSIS Directive 9040.3, Use of Compensatory Time and Paid Overtime  
NFC Mode Manual, Time and Attendance Report Handbook--Scanner Form AD-321

#### V. FORMS AND ABBREVIATIONS

The following are used in their shortened form in this directive:

AWOL	Absence Without Official Leave
LWOP	Leave Without Pay
NFC	National Finance Center
T&A	Time and Attendance (Report)
T/C	Transaction Code

Form AD-321, Time and Attendance Report  
Form MP-11, Services Rendered

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#### DISTRIBUTION:

All Offices  
All Inspection Employees

#### OPI:

BFD - Fiscal Services and  
and Review Branch

VI. HOW TO USE THIS DIRECTIVE

The procedures in this directive follow the usual sequence in which one prepares a T&A. They may be followed step-by-step as a guide while preparing a T&A.

- A. Attachment 1-1 tells how to fill in the top two lines.
- B. Parts Two and Three tell how to record the hours worked and management codes or conversion codes for each day during the pay period. The procedures cover regular and overtime work, leave, compensatory time, and nonpay status.
- C. Part Four tells how to finish the T&A on the last day of the pay period.
- D. Part Five tells how to record military leave.

VII. SPECIAL CIRCUMSTANCES

Most requirements for preparing a T&A are covered in this directive. Unusual or difficult circumstances may not be covered. These must be handled by going through the T&A contact point or, for inplant employees, their area or regional office.

A. Intermittent Employees. FSIS Directive 3530.1 provides detailed guidance to intermittent employees on how to prepare their T&A's. Also, Attachment 1-1 covers intermittent employees on preparing Lines 1 and 2 of the T&A.

B. Split T&A's. This directive does not give detailed instructions on preparing a split T&A. Generally, a split T&A is required in the situations below. Obtain assistance from the T&A contact point or, for inplant employees, the area or regional office BEFORE preparing a split T&A.

1. Personnel actions or events occurring OTHER THAN at the beginning or end of a pay period.
2. Recording less than 80 hours of nonpay status that must be split between two CALENDAR years or that occurs in the new year but during a pay period which includes the previous year.
3. Recording hours worked in a pay period split between two FISCAL years. An FSIS notice is issued providing detailed procedures for handling this split T&A.

+ [C. Transferred Employees. When a change of official station entails a change in the T&A contact point, the transferring office should ensure that the employee enters a "1" in line 2, block 16, New Contact Point. (Doing so ensures that important information relating to taxes on relocation reimbursements will reach the employee at the new official station.) ]+

VIII. WAYS TO AVOID T&A PROBLEMS

A. Prepare Your T&A Correctly. (See Attachments 4-1 and 4-2.)

+ [1. Use a sharp No. 2 lead pencil or a fine-line mechanical pencil with HB lead. DO NOT USE A TYPEWRITER ON ANY PART OF THE T&A.] +

2. Take time to write the numbers carefully.

a. Make the numbers big enough to fill the white square without going into the blue background. This portion of the T&A is scanned by a computer as explained in Attachment 4-1.

b. Close the loops on 0, 6, 8, and 9. Don't close the loops on 3 and 5.

B. Mail the T&A Immediately. Finish filling out your T&A on the last day you work in the pay period. Mail it on the same day. To be sure it arrives at NFC on time, all inplant employees should mail the T&A at the local post office instead of using a mail box.

PREPARING LINES 1 AND 2

1	NAME	2	ESTABLISHED WORK WEEK AND HOURS	3	YEAR	4	AGENCY	5	STATE	6	TOWN	7	UNIT	8	THRELEMP	9	OS	10	NG	11	OTHER	12	PT	13	INT	14	ST	15	DATE	16	DISCH	17	END	18	DATE	19	DISCH	20	END	21	DATE	22	DISCH	23	END	24	DATE	25	DISCH	26	END	27	DATE	28	DISCH	29	END	30	DATE	31	DISCH	32	END	33	DATE	34	DISCH	35	END	36	DATE	37	DISCH	38	END	39	DATE	40	DISCH	41	END	42	DATE	43	DISCH	44	END	45	DATE	46	DISCH	47	END	48	DATE	49	DISCH	50	END	51	DATE	52	DISCH	53	END	54	DATE	55	DISCH	56	END	57	DATE	58	DISCH	59	END	60	DATE	61	DISCH	62	END	63	DATE	64	DISCH	65	END	66	DATE	67	DISCH	68	END	69	DATE	70	DISCH	71	END	72	DATE	73	DISCH	74	END	75	DATE	76	DISCH	77	END	78	DATE	79	DISCH	80	END	81	DATE	82	DISCH	83	END	84	DATE	85	DISCH	86	END	87	DATE	88	DISCH	89	END	90	DATE	91	DISCH	92	END	93	DATE	94	DISCH	95	END	96	DATE	97	DISCH	98	END	99	DATE	100	DISCH
---	------	---	---------------------------------	---	------	---	--------	---	-------	---	------	---	------	---	----------	---	----	----	----	----	-------	----	----	----	-----	----	----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	----	-------	----	-----	----	------	-----	-------

- 1 NAME: Enter name in upper left hand corner of T&A, on line 1/H. Print last name first, followed by initials.
- 2 ESTABLISHED WORK WEEK AND HOURS
  - A. STANDARD TOUR OF DUTY
    - If listed under "Tour of Duty Codes" on reverse of T&A, enter appropriate code.
    - If not listed under "Tour of Duty Codes" enter:
      - Assigned workweek
      - Beginning and ending hours of duty, using military time
      - Regularly scheduled lunch time
  - B. INTERMITTENT EMPLOYEES
    - Enter the word "Intermittent". Record beginning and ending hours of duty for each day worked in the "Clock Hours Absent or Premium Pay" Section of the T&A. (See Part Two, Para. VII.)
  - C. FIRST 40-HOUR EMPLOYEES (MPIO EMPLOYEES ONLY)
    - Enter "1st 40". Record beginning and ending hours of duty for each day worked in the "Clock Hours Absent or Premium Pay" Section of the T&A. (See Part Two, Para. VII.)
- 3 YEAR: Enter last two digits of the calendar year.
- 4 TIME IN PAY STATUS (HOURS): Enter the starting date of the pay period and the ending date of the pay period.
- 5 PAY PERIOD NUMBER: Enter pay period number in the pay period number block.
- 6 T&A CONTACT POINT: The blocks from Agency to Timekeeper represent the T&A contact point. This identifies the point to which NFC will direct all inquiries concerning the T&A. Enter the code already assigned to your location. If uncertain, consult with your supervisor or administrative officer.
- 7 PAY PLAN: Enter a "1" over the printed "1" in the appropriate block to designate your pay plan. If uncertain, consult with your supervisor
- 8 TYPE OF EMPLOYMENT: Enter a "1" over the preprinted "1" in the appropriate block to designate your type of employment.
  - FT - Full-time
  - PT - Part-time
  - INT - Intermittent (employees having no regularly scheduled tour of duty). EXCEPTION: Intermittent employees enter a "6" in the block marked "INT" if performing work for a regularly scheduled employee whose tour of duty falls between 6 p.m. and 6 a.m.
  - 1st 40 - First 40-hour employment
- 9 STATUS CHANGE BLOCK: Use for personnel actions not occurring at the beginning of a pay period. Refer to the Mode Manual or to the appropriate field office before making entries in this block.
- 10 SOCIAL SECURITY NUMBER: Enter social security number.
- 11 PRINT/TYPE: Leave blank. \* \* \*
- 12 EARNING STATEMENT: To receive earning statement at:
  - T&A contact point, leave Blank.
  - Home address, enter code "1". To change to receiving at T&A contact point, enter code "2".
- 13 ADVANCE LEAVE AUTHORIZATION CODE
  - If advance leave is granted in accordance with FSIS Directive 4630.2, Leave, enter the appropriate code to indicate authorization:
    - 1 - Advanced Annual Leave
    - 2 - Advanced Sick Leave
    - 3 - Advanced Annual and Sick Leave
  - Enter code in each succeeding pay period until there is no longer a balance

**14** **OATH OF OFFICE:** Newly hired employees enter a "1" over the preprinted background "1" to indicate that the appointment affidavits have been signed. This is required on the 1st T&A only.

**15** **FINAL T&A:** Employees being separated from USDA should enter a "1" over the preprinted background "1" to identify the final T&A Report. Leave this block blank if the employee is being reassigned within USDA.

**16** **NEW CONTACT POINT:** Leave blank unless an employee's T&A contact point has changed since preparation of the last T&A. In that case enter Code "1" in New Contact Point Block.

**17** **CONTINUED T&A**

Leave this block blank unless another T&A report is needed to accommodate additional transaction codes and/or accounting data. If more lines are needed, prepare one or more additional reports. Then on each T&A enter the total number of T&A reports prepared. For example, if two forms are prepared, enter a "2" in this block on both forms.

+ [Prepare each T&A as usual. **Exception:** Circled items **12** through **16** and **19** through **22** should be completed only on the last T&A.] +

**18** **STANDBY/AUO:** Leave blank.

**19** **ACCOUNTING DATA CODE:** For detailed instructions, see Part Three.

IF	THEN
You want to record a single management code into the NFC payroll master file.	Enter "1"
You want to reference the management code currently stored in the master file to distribute the time reported.	Enter "2"
You choose to enter the management code each pay period.	
More than one management code is used.	
The management code(s) entered on the T&A represents a temporary change from the code stored in the master file.	Leave Blank
You are an MPI inspector using Column F.	

**20** **DAYS IN PAY STATUS THIS PAY PERIOD**

A. **Intermittent Employees.** Record number of days in pay status regardless of the number of hours worked.

B. **All Other Employees.** Leave blank.

**21** **CORRECTED OR SUPPLEMENTAL T&A**

Code with "1" to designate a corrected T&A report. Use to correct items previously reported.

Code with "2" to designate a supplemental T&A report. Use supplemental reports only to report additional time in pay status not previously reported. **Example:** Unscheduled overtime work performed in prior pay period.

**22** **COMPRESSED SCHEDULE**

To be completed only by employees on compressed work schedule (i.e., the 5-4/9 plan or the 4/10 plan). Enter the applicable code:

- 3 - 4 day/10 hour plan
- 5 - 5-4 day/9 hour plan
- 9 - Reset - Regular Work Schedule. (To be used when employee changes back to a regular work schedule.)

See FSIS Directive 4610.5, for details.

PART TWO--ACCOUNTING FOR TIME DURING WORK WEEK

SECTION 1--RECORDING HOURS WORKED

I. REGULAR TIME - DAY HOURS

At the end of each day enter the number of full and fractional day hours worked on the 1st available blank line. DO NOT INCLUDE OVERTIME HOURS. Enter "01" in the TRANSACTION CODE column. Example:

1	NAME		ESTABLISHED WORK WEEK AND HOURS							YEAR	PAY PERIOD NUMBER		AGENCY					
	Long, C.T.		8															
2	TIME IN PAY STATUS (HOURS)														EARNING STMT		ADV LV CODE	
3	FROM														TRANSACTION			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE		
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		01	
			8	8	8	8	8											
4																		

During the 1st week of the pay period an employee worked from 8:00 a.m. to 4:30 p.m. (½ hour lunch) each day. Record the hours as shown above.

II. OVERTIME

A. Overtime Over 8 Hours Per Day Within 40 Hour Week--T/C 19. Use to record overtime hours over 8 hours in any one day but only if a total of 40 or fewer hours are worked in a week. This rarely occurs, except for part-time and intermittent employees.

B. Overtime Over 40 Hours in a Week--T/C 21.

1. Use to record any hours worked outside the basic 40-hour work week which are to be paid at the overtime rate.

2. Employees who are covered under FLSA will use this code to record overtime travel which is compensable under both FLSA and Title 5, U.S.C. (See subparagraphs C. and D.)

C. Overtime Travel Compensable Under FLSA--T/C 23.

1. Use to record hours of travel overtime compensable under FLSA only.

2. FSIS Directive 4551.1 has detailed guidelines for making the determination regarding compensability of travel under FLSA.

3. Only employees non-exempt under FLSA may use this code.

D. Overtime Travel Compensable Under Title 5--T/C 24.

1. Use to record travel outside regular work hours which is compensable under Title 5.

2. FSIS Directive 4550.1 has detailed guidelines for making the determination regarding compensability of travel under Title 5.

3. This code is used by all employees to record overtime travel compensable under Title 5 but not compensable under FLSA.

COMPARISON OF TRAVEL OVERTIME CODES

If an employee is:	And travel is overtime compensable under:	Then record overtime on T&A using:
Non-exempt under FLSA	FLSA only	T/C 23
	Title 5 only	T/C 24
	Both FLSA and Title 5	T/C 21
Exempt under FLSA	FLSA only	N/A
	Title 5 only	T/C 24

E. Overtime Call Back/No Work Performed--T/C 30.

1. Any time an employee is called back to work, they must be paid for at least 2 hours, even if they didn't work all of the 2 hours. NOTE: Time spent traveling to and from the work site is not counted in computing overtime.
2. Use transaction code "30" to record that part of the call back overtime in which no work was performed. Record time in 15 minute increments.
3. Use transaction code "21" to record overtime actually worked.  
Example:

TIME IN PAY STATUS (HOURS)														TRANSACTION	
FROM														TO	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
	8	8	8	8	8										01
						1									21
						1									30

Employee works Monday through Friday, 8:00 a.m. to 4:30 p.m., with ½ hour meal break. Employee is called in Saturday and works for 1 hour.

- F. Holiday Worked--T/C 31. Use to record hours worked by an employee on a designated holiday when the employee is entitled to premium pay. Record at least 2 hours but not more than 8 hours. After 8 hours of work, time is recorded under appropriate overtime code. EXCEPTION: For employees on alternative work schedules, maximum is 9 or 10 hours, depending on schedule. Example:

TIME IN PAY STATUS (HOURS)														TRANSACTION	
FROM														TO	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
	8		8	8	8										01
		4													31
		8H													66

An employee worked Monday through Friday, 8:00 a.m. to 4:30 p.m., with a ½ hour meal break. Tuesday is a holiday. The employee works 4 hours on Tuesday, during hours corresponding to those of a regular workday.

III. NIGHT PAY

A. Night Differential--T/C 11.

1. Use to record scheduled daily non-overtime hours occurring between 6:00 p.m. and 6:00 a.m. which are to be paid at the employee's hourly base rate plus 10 percent differential.
2. Record night differential hours worked by entering "11" in the transaction column. Example:

TIME IN PAY STATUS (HOURS)														TRANSACTION	
FROM														TO	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
	3½	3½	3½	3½	3½										01
	4½	4½	4½	4½	4½										11

Employee's tour of duty is Monday through Friday, 2:30 p.m. to 11:00 p.m., with a ½ hour meal break from 7:00 p.m. to 7:30 p.m. The time worked from 2:30 p.m. to 6:00 p.m. is regular time. From 6:00 p.m. to 11:00 p.m. is night work, minus the ½ hour meal break.

B. Overtime Over 40 Hours With Night Differential--T/C 25.

1. Use to record hours of overtime within night differential period when:
  - a. Overtime is part of the regularly scheduled tour of duty authorized in advance.
  - b. Substituting for another employee who has a regularly scheduled tour of duty which includes night work. Enter in the "Remarks" section the hours of substitute work performed. NOTE: This does not apply if the hours worked are not overtime for the individual who is substituting for another employee.
2. Do not use to record occasional overtime worked within night differential hours. EXCEPTION: The scheduling requirement does not apply to inplant inspection personnel. Code 25 is used to record all overtime hours worked within the night differential time period. FSIS Directive 4550.4 contains added details on night work. Example:

TIME IN PAY STATUS (HOURS)														TRANSACTION		SHIFT SUF FIX
FROM							TO							(1) PREFIX	(2) CODE	
1	2	3	4	5	6	7	8	9	10	11	12	13	14			
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
	3½	3½	3½	3½	3½										01	
	4½	4½	4½	4½	4½										11	
						3½									21	
						4½									25	

Employee's tour of duty is Monday through Friday, 2:30 p.m. to 11:00 p.m. Employee works on Saturday from 2:30 p.m. to 11:00 p.m. to substitute for an absent employee.

C. "Over 8" Overtime Pay Within Scheduled 40 Hours With Night Differential--T/C 26. Use to record REGULARLY scheduled hours of work between 6:00 p.m. and 6:00 a.m. which are worked over 8 hours in any one day and are within the basic 40-hour workweek. This applies mainly to part-time and intermittent employees.

1. Do not use T/C 26 to record any night differential hours over 8 during which the employee is on paid leave.

2. Use T/C 11 if night differential hours over 8 are to be paid at the employee's basic rate.

+ [D. Paid Leave Subject to Night Differential. Record such hours opposite the applicable leave transaction code and enter a "2" in the shift suffix column.] +

E. Holiday. When regularly scheduled night differential hours fall on a holiday:

+ [1. Record holiday hours using T/C 66. For those hours of the holiday which fall in the night differential period, use T/C 66 and shift suffix code "2." Use a separate line on the T&A for each entry.

2. Record any hours actually worked on the holiday using T/C 31. Use a separate line on the T&A. (See subparagraph II. F. for an example.)] +

IV. SUNDAY DIFFERENTIAL

A. Types.

1. Base Pay with Sunday Differential--T/C 04. Use to record non-overtime hours of work (up to 8 hours) when any part of the regularly scheduled tour of duty is worked between 6:00 a.m. and 6:00 p.m. on Sunday.

2. Base Pay with Sunday Differential and Night Differential--  
T/C 05. Use to record nonovertime hours of work (up to 8 hours) when any part of a regularly scheduled tour of duty is worked between midnight Saturday and 6:00 a.m. Sunday or between 6:00 p.m. and midnight on Sunday.

B. Eligibility. Sunday differential may not be used by part-time employees, by employees temporarily assigned Sunday work, by employees without a scheduled tour of duty, or by employees whose basic workweek does not include any part within the Sunday differential period.

C. Limit of Hours. An employee may record only up to 8 hours on any one tour of duty which occurs within the Sunday differential period. This does not apply to those on a compressed work schedule.

D. Overtime. Sunday differential may not be paid for hours of overtime.

E. Paid Leave. Use the applicable leave code to record hours of leave within the Sunday differential period.

1. Sunday differential can be paid if some part of the Sunday tour is actually worked. (If night differential is payable, enter "2" in the shift suffix column in which the applicable leave code has been entered.)

2. If the leave taken includes all of the Sunday hours of work, then no Sunday differential is paid for any other hours in that tour.  
EXAMPLE:

An employee's tour is 5:30 p.m. Saturday to 2:00 a.m. Sunday.

If leave is taken for the last 2 hours, then no Sunday differential is paid for the first 6 hours of the tour.

Conversely, if leave is taken for the first 2 hours, then Sunday differential is payable for the last 6 hours of the tour.

F. Holidays. When a holiday falls on Sunday and Sunday is part of the regularly scheduled tour of duty:

+ [1. Record holiday hours using T/C 66. NOTE: For any hours of the holiday that are ACTUALLY WORKED and that fall within:

a. The Sunday differential period, use T/C 66 with shift suffix code "3." Use a separate line on the T&A.

b. Both the Sunday and the night differential periods, use T/C 66 with shift suffix code "4." Use a separate line of the T&A.

2. In addition to recording hours actually worked using T/C 66, also record any hours actually worked using T/C 31. (See subparagraph II. F. for an example.)] +

SECTION 2--RECORDING ABSENCE WITH PAY

V. REQUIRED ABBREVIATIONS

- A. Hours of paid absence must be identified by one of the following letter abbreviations. (See FSIS Directive 4630.2 for detailed explanation of each type of leave.)

A - Annual  
S - Sick  
J - Jury  
E - Examination  
W - Witness  
V - Voting  
C - Compensatory  
RL - Restored Leave  
I - OWCP Injury Leave  
H - Federal Holiday  
T - Transfer of Official Station  
LH - State or Local Holiday  
F - Funeral  
AD - Administrative Leave  
HW - Hazardous Weather Dismissal  
HL - Home Leave  
CO - Court, Unless Identified by J or W

- B. For any other type of paid absence not identified in the preceding list, use an appropriate symbol and include a brief explanation of the symbol in the REMARKS Block. NOTE: Report hours of paid absence other than compensatory leave in one hour increments.

VI. RECORDING LEAVE TAKEN AND TYPE

- A. Enter the number of hours of leave taken under the proper day.  
B. Print the applicable letter abbreviation next to the number. Do not print letters in scannable portion of the T&A.  
C. Enter the applicable code in the TRANSACTION CODE column. (See reverse of T&A.)

1	NAME		ESTABLISHED WORK WEEK AND HOURS		YEAR	PAY PERIOD NUMBER	AGENCY	STATE									
H																	
2						EARNING STMT	ADV. LV. CODE	OATH OF OFFICE									
	TIME IN PAY STATUS (HOURS)														TRANSACTION		
	FROM														TO		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE	(3) SHIFT SUFF. FIX.
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
3		8	8		8	8										01	
4				2 <sup>A</sup>												61	
5				6 <sup>C</sup>												64	

1st week, Wednesday, 2 hours ANNUAL leave, 6 hours COMPENSATORY leave.

1	NAME		ESTABLISHED WORK WEEK AND HOURS		YEAR	PAY PERIOD NUMBER	AGENCY	STATE									
H																	
2						EARNING STMT	ADV. LV. CODE	OATH OF OFFICE									
	TIME IN PAY STATUS (HOURS)														TRANSACTION		
	FROM														TO		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE	(3) SHIFT SUFF. FIX.
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
3		8	8	8	8	8				8	8	8	8			01	
4									8 <sup>S</sup>							62	
5																	

2nd week, Monday, 8 hours SICK leave.

1	NAME		ESTABLISHED WORK WEEK AND HOURS		YEAR	PAY PERIOD NUMBER	AGENCY	STATE									
H																	
2						EARNING STMT	ADV. LV. CODE	OATH OF OFFICE									
	TIME IN PAY STATUS (HOURS)														TRANSACTION		
	FROM														TO		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE	(3) SHIFT SUFF. FIX.
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			
3			8	8	8	8			8	8	8	8	8			01	
4		8 <sup>H</sup>														66	
5																	

Monday of the 1st week is a holiday.

NOTE: Follow the same procedure for all other hours of paid absence.



Example 2:

1st week, Thur., 2 hrs. overtime  
 FROM (FR:) 3:30 p.m. (1530)  
 TO: 5:30 p.m. (1730)

2nd week, Fri., 1 hr. sick leave  
 FROM (FR:) 9:00 a.m. (0900)  
 TO: 10:00 a.m. (1000)

and

2nd week, Fri., 1 hr. annual leave  
 FROM (FR:) 2:30 p.m. (1430)  
 TO: 3:30 p.m. (1530)

1 NAME		ESTABLISHED WORK WEEK AND HOURS		YEAR		PAY PERIOD NUMBER		AGENCY		STATE	
2						EARNING STATE		ADV. LV. CODE		OATH OF OFFICE	
TIME IN PAY STATUS (HOURS)											
FROM											
TO											
TRANSACTION											
11 PREFIX											
12 CODE											
13 SHIFT											
14											
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VIII.

COMPENSATORY TIME ACCRUED OR EARNED

1	NAME <b>Long, C.T.</b>		ESTABLISHED WORK WEEK AND HOURS <b>14</b>		YEAR	PAY PERIOD NUMBER	AGENCY	STATE	TOWN	UNIT	TIMEKEEPER															
2	TIME IN PAY STATUS (HOURS)																									
3	FROM														TRANSACTION		1ST WEEK		2ND WEEK							
4	7	8	9	10	11	12	13	14	111	121	131	141	151	161	171	111	121	131	141	151	161	171				
5	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	PREFIX	CODE	SHIFT	HOURS	FRAC	HOURS	FRAC	HOURS	FRAC			
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14	TOTALS														01		40		40							
15	OTHER TIME (HOURS)														32		2		2							
16	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT												
17																										
18	TOTAL OTHER TIME														32		4		4							
19	CLOCK HOURS ABSENT OR PREMIUM PAY (USE MILITARY TIME)														CERTIFICATION THAT LEAVE CHARGED THIS PERIOD (AND/OR HOURS LEAVE CHARGED IN PRIOR PAY PERIOD(S)) IS CORRECT AND THAT LEAVE CHARGED WAS IN ACCORDANCE WITH STATUTES AND REGULATIONS AUTHORIZING LEAVE.						CERTIFIED CORRECT LEAVE OVERT AND HOLIDAY PROVED ACCORDING TO REGULATIONS.					
20	FR														TIMEKEEPER'S INITIALS		EMPLOYEE'S INITIALS		SUPERVISOR'S SIGNATURE							
21	TO																									
22	FR																									
23	TO																									
24	ACTION CODE	EFFECTIVE DATE	CLASS CODE	CHECK MAILING ADDRESS	FIRST LINE ADDRESS					SECOND LINE ADDRESS																
25	NATURE OF ACTION CODE	DESCRIPTION			CITY NAME					CITY CODE		STATE NAME														
26	SEPARATION CODES	SEPARATION REMARKS			LEAVE EARNING STATUS DURING PP		EMPLOYMENT OFFICER																			
27					0 - NO 1 - YES		U. S. DEPARTMENT OF AGRICULTURE TIME AND ATTENDANCE																			

On Tuesday of both weeks, an employee worked 2 hours compensatory time from 5:00 p.m. to 7:00 p.m. Record the hours as shown above. The total hours recorded as compensatory time must also be entered in the "Accrued" column of the "Leave Record Section" on the "Compensatory" line. (See FSIS Directive 4630.2 and FSIS Directive 9040.3 for detailed provisions regarding compensatory time.)



SECTION 4--DELETE CODE AND LAST LINE CODE

The diagram illustrates a data entry form with multiple rows and columns. The top row shows a header section with various fields. Below it, several rows of data are shown. In the second row, the number '01' is entered in the first column, '36' in the second, and '40' in the third. In the third row, '62' is entered in the first column and '4' in the second. In the fourth row, '61' is entered in the first column and '4' in the second. In the fifth row, '2' is entered in the first column, '21' in the second, and '12' in the third. Arrows point to the '4' in the second column of the third row and the '4' in the second column of the fourth row, indicating the deletion code. Another arrow points to the '2' in the first column of the fifth row, indicating the last line entry code.

XI. ERRORS MADE ON T&A. Avoid erasures on the T&A. Enter a "4" over the blue background "4" in the DELETE COLUMN to delete a line entry containing an error and reenter the correct information on a subsequent line. EXAMPLE: On Wednesday of the 1st week, an employee was on annual leave for four hours. The hours were incorrectly coded against transaction code "62" instead of "61". The correction was made on the next available line.

XII. LAST LINE ENTRY. In the DELETE COLUMN, --ALWAYS--enter a "1" over the blue background "4" on the last line on which you made an entry. This indicates that the section is completed and that there are no additional line entries to be recorded.



II. MPIO INSPECTORS USING COLUMN F

A. To enter (or change) your predominant management code in the NFC computer:

1. Enter the management code to be "locked in" on Line 3 only.
2. Enter "1" in the accounting data code block, and
3. Leave Column F blank.
4. Do not enter any other management codes.

TOWN	UNIT	TIMEKEPR	GS	WG	OTHER	FT	PT	INT	15T 40	STATUS CHANGE START	END	SOCIAL SECURITY NUMBER	PRINT TYPE	REV CODE	FORM AD. 321-3 19-791
															321
FINAL	ACTION CODE	NFC USE	CONT.	STANDBY/AID			ACCT. DATA CODE	DAYS IN PAY STAT. THIS PP	CORRECTED OR SUPPL. T&A	COMPRESSED SCHEDULE					
				1ST WK HRS	2ND WK HRS	PERCENT	1								
1ST WEEK		2ND WEEK		ACCOUNTING DATA											
14) HOURS	15) FRAC	16) HOURS	17) FRAC	18) APPRN	19) A	110) B	111) C	112) D	113) E	114) F	115) DELETE				
					5690	95									

B. Referencing Management Codes in Subsequent Pay Periods.

1. Predominant Management Code

a. Enter "0" in the far-left block of Column F. (See Attachment 3-1 for example.)

b. Leave the accounting data code block blank. NOTE: Always leave this block blank if using Column F.

2. Other Mandatory Inspection Activities. Use one of the codes below in Column F when performing mandatory inspection activities other than your predominant activity:

- |                 |                     |
|-----------------|---------------------|
| 2 Processing    | 5 Meat Slaughter    |
| 4 Export/Import | 6 Poultry Slaughter |

3. Reimbursable Inspection Activities. FSIS Directive 5110.1 defines inspection activities for which FSIS must be reimbursed by the recipient of the service. Enter the applicable code(s) below in Column F.

- |                  |                     |
|------------------|---------------------|
| 1 Meat Slaughter | 7 Poultry Slaughter |
| 3 Processing     | 9 Export/Import     |

4. Voluntary Inspection and Other Activities. Write out the applicable management code for voluntary inspection services performed. (FSIS Directive 5110.1 defines inspection activities which are voluntary.) Also write out management code for any other activity not represented by one of the single-digit codes listed in subparagraphs 2. and 3.

III. RELATIONSHIP TO FORM MP-11

Any hours worked in reimbursable or voluntary activities are to be recorded on the MP-11 for billing to the recipient of the service.

EXAMPLE OF TIME REPORTED BY MPI INSPECTOR USING COLUMN F

TIME IN PAY STATUS (HOURS)		1ST WEEK							2ND WEEK							TOTALS		BROUGHT FORWARD		ACQUIRED		AVAILABLE		USED		BALANCE TO DATE														
FROM	TO	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ANN	SICK	COMP	LWOP	AVOL	72	73	MIL	REG	MIL	EMER	OTHER	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)				
3	8	8	8	8	8	8	8																																	
4	2	2																																						
5	1																																							
6	1 1/2																																							
7	2 1/4																																							
8	1																																							
9																																								
10																																								
11																																								
12																																								
13																																								
14	8	10	10	9 1/2	8	8	8																																	
15																																								
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20																																								
21																																								

Assume the predominant activity is meat slaughter inspection and has been locked into the master file.

1st week: Mon-Fri, 7:15-3:45, Meat Slaughter Inspection - 8 hrs., regular time  
 Tues. and Wed., 3:45-5:45, Import - 2 hrs, day overtime  
 Thurs., 3:45-5:00, Poultry Slaughter Inspection - 1 1/4 hrs., overtime

2nd week: Mon-Fri, 7:15-3:45, Meat Slaughter Inspection - 8 hrs., regular time  
 Mon, 3:45-4:45, Import Inspection - 1 hr., day overtime  
 Tues, 3:45-7:00, Processing Inspection - 2 1/4 hrs., day overtime  
 1 hr., night overtime

PART FOUR--ACTION AT END OF PAY PERIOD  
SECTION 1--HOURS WORKED DURING FIRST WEEK

I. FIRST WEEK

A. Entering Daily Totals on Line 14.

Example:

Each day add the hours in each daily column. Print these totals under the appropriate day on line 14 at the end of the pay period.

1 NAME		ESTABLISHED WORK WEEK AND HOURS														YEAR	PAY PERIOD NUMBER		AGENCY		
1 H Long, C.T.		11																			
2		TIME IN PAY STATUS (HOURS)														TRANSACTION		EARNING STMT		ADV LV CODE	
3		FROM														11 PREFIX		12 CODE			
4		TO																			
5		SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT																			
6		8 8 8 8																01			
7		8A																61			
8		2 1/2																21			
9																					
10																					
11																					
12																					
13		TOTALS																			
14		8 8 10 1/2 8																			
15		OTHER TIME (HOURS)																			
16		SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT																			
17		TOTAL OTHER TIME																			
18		CLOCK HOURS ABSENT OR PREMIUM PAY (USE MILITARY TIME)																			
19																					
20																					
21																					
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B. Entering hours recorded for the first week.

1. Add crosswise the full and fractional hours you recorded the 1st week.

Example:

$$\begin{array}{l}
 \text{Line 3 } 8 + 8 + 8 + 8 = 32 \\
 \text{Line 4 } 8 = 8 \\
 \text{Line 5 } 2\frac{1}{4} = 2\frac{1}{4}
 \end{array}$$



1	NAME		ESTABLISHED WORK WEEK AND HOURS											YEAR	
H															
2	TIME IN PAY STATUS (HOURS)														
	FROM														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TO
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
3		8		8	8	8									
4			8 <sub>A</sub>												
5				2 $\frac{1}{4}$											
6															

2. Print the full hours total (but not any fractions) for each line under HOURS of the 1st week. Print these hours on the right hand side of this column.

Example:

$$\begin{array}{l}
 \text{Line 3 } 32 \\
 \text{Line 4 } 8 \\
 \text{Line 5 } 2\frac{1}{4}
 \end{array}$$

1	NAME		ESTABLISHED WORK WEEK AND HOURS											YEAR	PAY PERIOD NUMBER	AGENCY	STATE	TOWN			
H																					
2	TIME IN PAY STATUS (HOURS)														EARNING STMT	ADV LV CODE	OATH OF OFFICE	FINAL	ACT CO		
	FROM														TRANSACTION					13) 1ST WEEK	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	11) PREFIX	12) CODE	13) SHIFT SUPPLY	14) HOURS	15) FRAC		
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT							
3		8		8	8	8										01		32			
4			8 <sub>A</sub>													61		8			
5				2 $\frac{1}{4}$												21		2			
6																					



II. SECOND WEEK

A. Add crosswise the full and fractional hours you recorded the 2nd week.

EXAMPLE:

Line 3  $8 + 8 + 8 + 8 + 8 = 40$

Line 5  $\frac{1}{2} = \frac{1}{2}$

2nd week  
Totals

1	NAME		ESTABLISHED WORK WEEK AND HOURS										YEAR		
H															
2	TIME IN PAY STATUS (HOURS)														
	FROM														TO
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
3		8		8	8	8			8	8	8	8	8		
4			8 <sub>A</sub>												
5				2 <sub>1/4</sub>						1/2					

B. Print the total (but not any fractions) for each line on the righthand side under HOURS of the 2nd week. Enter fractional code numbers as described in Paragraph I.

EXAMPLE: Code

Line 5  $\frac{1}{2}$  2

1	NAME		ESTABLISHED WORK WEEK AND HOURS										YEAR	PAY PERIOD NUMBER	AGENCY	STATE	TOWN	UNIT	TIMEKEEPR	GS	WG		
H																							
2	TIME IN PAY STATUS (HOURS)														EARNING STMT	ADV LV CODE	OATH OF OFFICE	FINAL	ACTION CODE	NFC USE	CONT	TR	
	FROM														TRANSACTION		(3) SHIFT SUFFIX	1ST WEEK		2ND WEEK			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	(1) PREFIX	(2) CODE	(4) HOURS	(5) FRAC	(6) HOURS	(7) FRAC	(8) APPRN		
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT			(4)	(5)	(6)	(7)			
3		8		8	8	8			8	8	8	8	8			01	32		40				
4			8 <sub>A</sub>													61	8						
5				2 <sub>1/4</sub>						1/2						21	2	1		2			

III.-V. (RESERVED)



VII. ENTERING TOTAL TIME WITH PAY

- A. Determine the total hours you worked the 1st week by adding all the numbers you recorded in the 1st week column. (You may want to do your addition on scratch paper.) Example:

HOURS	FRACTIONS (Code)
32	
+ 8	
+ 2	1
<hr/>	
42	1 Total hours first week.

PAY PERIOD NUMBER	AGENCY	STATE	TOWN	UNIT	TIMEKEEPR	GS
EARNING STMT	ADV LV CODE	OATH OF OFFICE	FINAL	ACTION CODE	NFC USE	CONT
TRANSACTION		13/ SHIFT SUFF. FIX	1ST WEEK		2ND WEEK	
11/ PREFIX	12/ CODE		14/ HOURS	15/ FRAC	16/ HOURS	17/ FRAC
	01		32			
	61		8			
	21		2	1		

- B. Determine the total hours you worked the 2nd week by adding all the numbers you recorded in the 2nd week column. Example:

HOURS	FRACTIONS (Code)
40	
	+2
<hr/>	
40	2 Total hours second week.

PAY PERIOD NUMBER	AGENCY	STATE	TOWN	UNIT	TIMEKEEPR	GS
EARNING STMT	ADV LV CODE	OATH OF OFFICE	FINAL	ACTION CODE	NFC USE	CONT
TRANSACTION		13/ SHIFT SUFF. FIX	1ST WEEK		2ND WEEK	
11/ PREFIX	12/ CODE		14/ HOURS	15/ FRAC	16/ HOURS	17/ FRAC
	01		32		40	
	61		8			
	21		2	1		2

	HOURS	FRACTIONS (Code)
C. Add the two ending totals of subparagraph A and subparagraph B to determine the total hours in pay status for the pay period.	$\begin{array}{r} 42 \\ +40 \\ \hline 82 \end{array}$	$\begin{array}{r} 1 \\ 2 \\ \hline 3 \end{array}$

Remember that the fraction code total represents  $\frac{1}{4}$  hours and must be either 1, 2, or 3. If the code is 4 or greater you must convert the code numbers to full and fractional hours. EXAMPLE:

$$7 = 7/4 = 1 \frac{3}{4} \text{ hours}$$

D. Total hours in pay status	Hours	Code
	82	3

In the block on Line 14 labeled TOTAL TIME WITH PAY, print the total number of hours in pay status.

NOTE: The box on the far right is to be used ONLY for the fractional hour code.

LEAVE CHARGED THIS (OURS - LEAVE CHARGED IS) IS CORRECT AND WAS IN ACCORDANCE REGULATIONS AUTHO-

CERTIFIED CORRECT: LEAVE, OVERTIME, AND HOLIDAY TIME PROVED ACCORDING TIONS

SECTION 3--COMPLETING LEAVE RECORD SECTION

VIII. FILL IN "THE BROUGHT FORWARD" BOX

Look at the BALANCE TO DATE block of the T&A for the previous pay period and transfer the annual and sick leave balance to the BROUGHT FORWARD boxes on the T&A you are now completing.

T&A FROM PREVIOUS PAY PERIOD

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN					115	14
61						
SICK					184	15
62						
COMP						16
64						
LWOP						17
71						
AWOL						18
72						
SUSP						19
73						
MIL REG		NO. OF DAYS				20
65						
MIL EMER						21
68						

T&A BEING COMPLETED

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN	115					14
61						
SICK	184					15
62						
COMP						16
64						
LWOP						17
71						
AWOL						18
72						
SUSP						19
73						
MIL REG		NO. OF DAYS				20
65						
MIL EMER						21
68						

IX. ENTER ACCRUED LEAVE

A. From the ACCRUED LEAVE TABLE, determine the number of hours of annual and sick leave you accrue each pay period.

ACCRUED LEAVE TABLE

Length of time employed	Hours of annual leave accrued each pay period		Hours of sick leave accrued each pay period	
	PFT	Part-Time	PFT	Part-Time
First day to the end of the third year.	4	1 for every 20 hrs. in pay status	4	1 for every 20 hrs. in pay status
From the beginning of the fourth year to the +[end of the 15th year.]+	6*	1 for every 13 hrs. in pay status	4	1 for every 20 hrs. in pay status
From the beginning of +[the 16th year to the]+ termination of employment.	8	1 in every 10 hrs. in pay status	4	1 in every 20 hrs. in pay status

\*NOTE: The last full pay period in the calendar year, employees in this category will earn 10 hours annual leave instead of 6.

B. Enter the number of hours of annual and sick leave accrued this pay period.

C. A change in an employee's leave earning category is effective on the first full pay period after the required years of service are completed.

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN 61	115	6				14
SICK 62	184	4				15
COMP 64						16
LWOP 71						17

X. ENTER HOURS AVAILABLE

ADD THE NUMBER OF HOURS ACCRUED to the balance of hours BROUGHT FORWARD to find the number of hours AVAILABLE. Enter the sum in the AVAILABLE block.

ANNUAL: 115 + 6 = 121  
SICK : 184 + 4 = 188

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN 61	115	6	121			14
SICK 62	184	4	188			15
COMP 64						16
LWOP 71						17



XII. COMPUTE BALANCE

A. For annual, sick, and compensatory leave, subtract the number recorded in the USED box from the number recorded in the AVAILABLE box to determine the balance. Record in the BALANCE TO DATE column.

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN 61	115	6	121	8	113	14
SICK 62	184	4	188	1	187	15
COMP 64						16

B. For LWOP, AWOL, or suspension, add together the figures in the BROUGHT FORWARD column and the USED column. Enter the total in the BALANCE TO DATE column. Carry any balance forward through pay period 26. Do not drop] to a zero balance until pay period 1 of the next leave year. (See Part Five for handling military leave.)

XIII. SHOWING ADVANCED LEAVE

To show advanced leave, enter amount BROUGHT FORWARD and amount ACCRUED. Determine the amount AVAILABLE. Enter the amount USED. The BALANCE TO DATE is determined by subtracting the amount available from the amount used. Remember that this balance is a negative balance.

	BROUGHT FORWARD	ACCRUED	AVAILABLE	USED	BALANCE TO DATE	
ANN 61	0	6	6	20	14	14
SICK 62	0	4	4	28	24	15
COMP 64						16

1. On subsequent T&A's circle the BROUGHT FORWARD entry until the advanced leave has been paid back. Be careful that the circle does not touch the blue portion of the T&A.

2. Until the leave is paid back, be sure to complete the "ADVANCED LEAVE CODE" box in line 2. (See Attachment 1-1, circle entry 13.)

SECTION 4--CERTIFICATION AND DISTRIBUTION

XIV. CERTIFICATION

A. Employee. If you took leave during the pay period, enter your initials in the EMPLOYEE'S INITIALS block. Even if leave was not taken, employees should initial this block to show that they have checked over the T&A.

B. Timekeeper. Complete the TIMEKEEPER'S INITIALS block if the employee took leave during the pay period. Employees preparing their own T&A should initial this block as timekeeper.

C. Supervisor. The SUPERVISOR'S SIGNATURE block must always be completed to certify that the information entered on the T&A is accurate. If the supervisor or an employee designated to act in his/her place is not available to do this, the supervisor must review a copy of the T&A report sent to NFC as soon after the pay period as possible.

CERTIFICATION THAT LEAVE CHARGED THIS PERIOD (AND/OR _____ HOURS LEAVE CHARGED IN PRIOR PAY PERIOD(S)) IS CORRECT AND THAT LEAVE CHARGED WAS IN ACCORDANCE WITH STATUTES AND REGULATIONS AUTHORIZING LEAVE.		CERTIFIED CORRECT: ALL REGULAR TIME, LEAVE, OVERTIME, NIGHT DIFFERENTIAL, AND HOLIDAY TIME WAS WORKED AND APPROVED ACCORDING TO LAW & REGULATIONS.
TIMEKEEPER'S INITIALS <i>C.M.</i>	EMPLOYEE'S INITIALS <i>L.R.</i>	SUPERVISOR'S SIGNATURE <i>Karen Wilson</i>

XV. DISTRIBUTION

A. Original.

1. Inspection employees preparing their own T&A's should place the original T&A in a POSTAGE AND FEES PAID Government envelope. (Do not fold the T&A in the blue portion to fit it into the envelope.)

a. Mail no later than Saturday to:

U.S. Department of Agriculture  
National Finance Center  
P.O. Box 60,000  
New Orleans, LA 70160

b. If mailing the T&A on Saturday, use the local post office rather than a mailbox.

2. The T&A contact point in all other offices is responsible for mailing T&A's to NFC.

B. First Carbon Copy. This copy is kept by the T&A contact point, as prescribed in the FSIS Records Management Handbook. (Inspection employees who prepare their own T&A are to mail this copy to their MPIO regional office according to the procedures established for use within the region.)

C. Second Carbon Copy. This copy is kept by the employee.  
NOTE: On the reverse of this copy are instructions relating to unemployment compensation.

## EXAMPLES OF PROPERLY FORMED NUMERICAL CHARACTERS

This appendix shows how to form the numeric characters so that they are legible enough to be read by an optical reader. The optical reader is an electronic machine that reads characters from documents. This eliminates the need to have someone punch holes in the tabulating cards to represent the numbers. But, just as a keypunch operator can misread poorly written or printed characters, so can the optical reader misread or reject your printed characters if they are not formed properly. Therefore, it is important that you learn how to form characters so they will be recognizable by the optical reader.

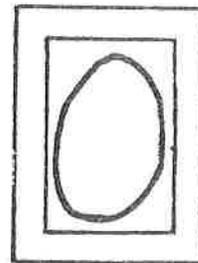
When a document is fed into the optical reader, it passes across a tube similar to the picture tube in your TV set. Then, a small spot of light begins to scan (read) the document. When this spot of light comes to a handprinted character, it begins to trace around the edges of the character. When the spot has finished going around the character, it sends the outline of what it has just "seen" to a part of the machine that decides which (1 2 3 4 5 6 7 8 9 0 X) of the possible characters has been traced.

The optical reader makes this kind of contour analysis of every character you print. It reads very fast, at a rate of 1000 characters per second, or 3000 T&A's per hour.

Shape each character as shown in this appendix.

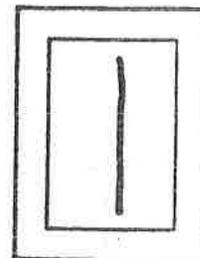
### THE NUMBER "ZERO"

- A. Make a well rounded loop. Be sure there is no opening.
- B. Make it large enough so that the number almost fills the box, but does not quite touch the tinted margin, as shown in this enlarged model.



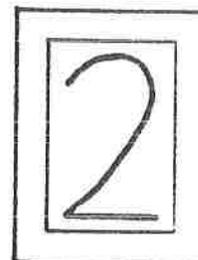
### THE NUMBER "ONE"

- A. Draw the line straight.
- B. Always remember the size rule - the number should be as large as possible without touching the tinted border.



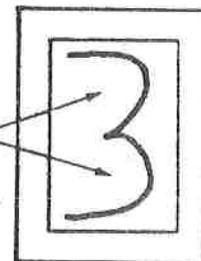
### THE NUMBER "TWO"

- A. Make a simple hook - no fancy loops or curls.
- B. Make the bottom flat.
- C. Remember the size rule - the "TWO" should almost fill the white box without getting into the shaded border.



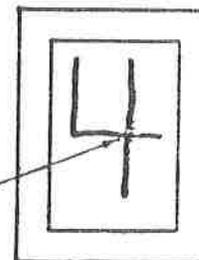
### THE NUMBER "THREE"

- A. Make no fancy loops - or curls.
- B. Keep the loops open here.
- C. Remember the size rule.



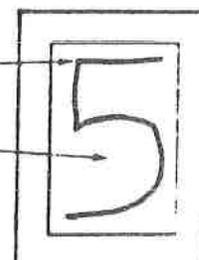
### THE NUMBER "FOUR"

- A. Extend the mid-line until it makes a good "cross" at this point. Don't stop with just a "touch".
- B. Keep the top open - always.
- C. Stay inside the border, but fill the box.



### THE NUMBER "FIVE"

- A. Make sure these two lines always touch.
- B. Keep this loop open.
- C. Remember the size rule.



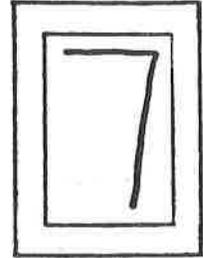
**THE NUMBER "SIX"**

- A. Round the loop and close it at this point.
- B. Make the number large enough to fill the white box without getting into the shaded margin.



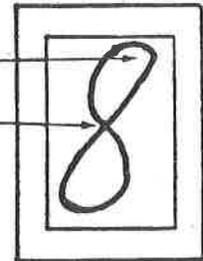
**THE NUMBER "SEVEN"**

- A. Make two simple lines, without any extra marks.
- B. Keep in mind the size rule.



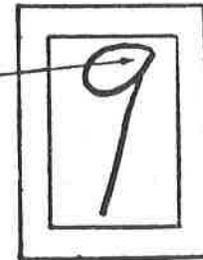
**THE NUMBER "EIGHT"**

- A. Close the loops.
- B. Make sure a definite "X" is formed at the intersection.
- C. Remember the size and shape rule.



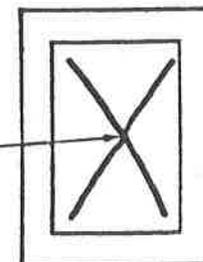
**THE NUMBER "NINE"**

- A. Round the loop properly, and completely close it (no gaps allowed.)
- B. Stay inside the border, but otherwise make the "NINE" as large as possible.



**THE FIGURE "X"**

- 1. Draw straight lines, almost touching the corners at the ends of each diagonal.
- 2. Make sure a definite "x" is formed at the intersection.



### AVOIDING ERRORS IN PREPARING T&A's

Errors of a non-read nature generally are time consuming to correct. To avoid these errors, follow these guidelines:

- A. Always leave the appropriation column blank unless instructed otherwise through an FSIS Notice.
- B. If a management code is used, enter the code in the four blocks of Column A and the first two blocks of Column B only unless instructed otherwise through an FSIS Notice.
- C. When using accounting data usage code "1" use only one management code without using "X" to repeat and with no data in Column F. (Other codes may be entered but they will not be "read".)
- D. Never show any information in the accounting data columns when using accounting data usage code "2".
- E. Always leave accounting data Column C, D, and E blank.
- F. Enter "1" in the Delete column on the last line of data for "Time in Pay Status".
- G. Don't use accounting data usage code "1" if no accounting data is shown.
- H. Don't use an "X" to repeat data in Column F.
- I. Leave the accounting data usage code blank if Column F is used on the T&A.
- J. Don't enter management codes on the same line in both accounting data Columns A and B with conversion codes in Column F.
- K. Avoid erasures when possible. It is usually better to delete a line and make the correction on a subsequent line.

Take care in handling the T&A report. Don't smudge any of the figures or spill anything on the T&A. The T&A should only be folded in the white, non-scannable area.

CLOCK HOUR CONVERSION TO MILITARY TIME

A. M.	MILITARY TIME	P. M.	MILITARY TIME
12:15	0015	12:15	1215
12:30	0030	12:30	1230
12:45	0045	12:45	1245
1:00	0100	1:00	1300
1:15	0115	1:15	1315
1:30	0130	1:30	1330
1:45	0145	1:45	1345
2:00	0200	2:00	1400
2:15	0215	2:15	1415
2:30	0230	2:30	1430
2:45	0245	2:45	1445
3:00	0300	3:00	1500
3:15	0315	3:15	1515
3:30	0330	3:30	1530
3:45	0345	3:45	1545
4:00	0400	4:00	1600
4:15	0415	4:15	1615
4:30	0430	4:30	1630
4:45	0445	4:45	1645
5:00	0500	5:00	1700
5:15	0515	5:15	1715
5:30	0530	5:30	1730
5:45	0545	5:45	1745
6:00	0600	6:00	1800
6:15	0615	6:15	1815
6:30	0630	6:30	1830
6:45	0645	6:45	1845
7:00	0700	7:00	1900
7:15	0715	7:15	1915
7:30	0730	7:30	1930
7:45	0745	7:45	1945
8:00	0800	8:00	2000
8:15	0815	8:15	2015
8:30	0830	8:30	2030
8:45	0845	8:45	2045
9:00	0900	9:00	2100
9:15	0915	9:15	2115
9:30	0930	9:30	2130
9:45	0945	9:45	2145
10:00	1000	10:00	2200
10:15	1015	10:15	2215
10:30	1030	10:30	2230
10:45	1045	10:45	2245
11:00	1100	11:00	2300
11:15	1115	11:15	2315
11:30	1130	11:30	2330
11:45	1145	11:45	2345
12:00N	1200	12:00M	2400

PART FIVE--SPECIAL INSTRUCTIONS FOR RECORDING  
MILITARY LEAVE

I. GENERAL

There are two types of military leave. Regular military leave is for training, for which 15 calendar days are given each fiscal year. Emergency military leave to protect life and property during natural disasters or civil disorders is limited to 176 hours during each calendar year. (See FSIS Directive 4630.2 for a more detailed explanation.)

II. MILITARY LEAVE FOR TRAINING--T/C 65

A. Method of Accrual. Each eligible employee receives 15 days for this type of leave at the beginning of each fiscal year. Also, as many as 15 days may be accumulated and carried over from one fiscal year to the next.

B. Recording Time in Pay Status.

1. For each day of military leave, record the number of hours of paid absence and show T/C 65.

2. Record hours subject to night differential on a separate line. Use T/C 65, and enter a "2" in the "Shift Suffix" column.

C. Completing the Leave Record Section. Enter the total number of DAYS of paid absence in the block labeled "MIL REG 65." Include any nonworkdays wholly within the period of military leave.

Days in Training (Underlined)	Days Charged to T/C 65
Su Mo Tu We Th <u>Fr Sa Su Mo</u>	4
Su <u>Mo Tu We Th Fr Sa Su</u>	5
Su Mo Tu We Th <u>Fr Sa Su Mo</u>	1

III. EMERGENCY MILITARY LEAVE--T/C 68

A. Method of Accrual. Each eligible employee is allowed up to 176 hours for this type of military leave in each calendar year. There is no accumulation or carryover of unused leave permitted.

B. Recording Time in Pay Status.

1. For each day of military leave, record the number of hours of paid absence and show T/C 68.

2. Record hours subject to night differential on a separate line. Use T/C 68, and enter a "2" in the "Shift Suffix" column.

C. Completing the Leave Record Section.

1. Enter hours BROUGHT FORWARD in the block labeled "MIL EMER 68."
2. Enter hours USED.
3. Enter hours remaining in BALANCE TO DATE.

A handwritten signature in cursive script that reads "Joseph A. Powers".

Deputy Administrator  
Administrative Management