



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Denver, CO 80235

D-2660

May 9, 2018

Memorandum

To: FPPS User Group Representatives

From: Linda Rihel-Todd, Chief *//signed//*  
Payroll Operations Division

Subject: Review of Time & Attendance (T/A) Coding Procedures

A recent review of T/A coding revealed the need for a reminder of regulatory guidance when certifying T/As with message codes and Travel Compensatory Time Earned (TCTE).

- Message code “LB” Lift Biweekly Pay Limitation
- Fair Labor Standards Act (FLSA) Exempt to FLSA Non-Exempt
- Proper use of TCTE coding

The above topics, when certified on the T/A, result in special pay calculations. IBC’s previous memorandum dated September 21, 2017, (attached) provides information on how the T/A coding results in special pay calculations. For multiple references in regards to the above topics, see the Office of Personnel Management (OPM) links below:

- <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/premium-pay-title-5/> (refer to section on “Biweekly and Annual Limitations on Pay)
- <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>

**Message Code “LB” Lift Biweekly Pay Limitation:**

If the head of an agency (or designee) makes an exception to the biweekly limitation on premium pay during emergencies involving a direct threat to life or property or in mission-critical situations, T/A submissions will require different coding. In this case, use message code “LB” for conditions that allow for an exception to the bi-weekly pay limitations such as firefighting, hurricane relief activities, or mission critical tasks in line with OPM guidance. The recent Federal Emergency Management Agency (FEMA) surge is an example of OPM approved activities. Based on the information in the T/A inputs, there are some instances where the T/A was coded for emergency situations, but it is not apparent in the Payroll Remarks that employees were in fact supporting an approved emergency authorizing the exception of pay limitations. While Payroll Remarks are not currently required, it is recommended for documentation. Agencies should be sure to communicate their internal policies to employees for appropriate T/A coding.

***Fair Labor Standards Act (FLSA) Exempt to FLSA Non-Exempt:***

Employees in FLSA exempt positions may have been determined to perform temporary emergency work as defined in 5 CFR 551.104. T/A indicators are used to identify Temporary Exempt to Non-exempt work and results in special FLSA calculations for overtime work performed.

***Proper Use of TCTE Coding:***

TCTE, pay code 046, should only be used to code hours of work to and from a temporary duty (TDY) site. Situations were identified where TCTE was reported for multiple back-to-back days and/or coded as teleworking during those days. This indicates a probability that time is “miscoded.” Appropriate use of TCTE is for hours to/from a TDY site outside the basic work hours. TCTE is not appropriate to use while performing work beyond a normal duty day at a TDY location or for telework sites.

To accurately audit T/As, supervisors, certifying officials and timekeepers should review the policies and regulations governing travel compensatory time. Agencies are responsible for ensuring that management controls for accountability and accurate auditing of time records are in place. Agencies may also have requirements to maintain record of each determination to waive bi-weekly pay limitations. If amendment T/As are required to correct previously T/A submissions, the Federal Personnel Payroll System (FPPS) will recompute the amended pay periods (PPs) and all following PPs e.g., if TCTE was improperly coded it must be changed to another appropriate pay code. TCT Used (TCTU) may also need to be corrected to some other type of leave used. If TCTU is not amended as well, the system will automatically convert those used hours to another type of leave balance available.

If you have questions, please contact the Customer Support Center at (888) 367-1622, or your Payroll Operations Branch point of contact.

Attachment