



National Finance Center Customer Notification

Update - Administrative Leave Act of 2016

December 10, 2018

Dear Customer:

The National Finance Center (NFC) is informing our Customer Agencies that the Office of Personnel Management (OPM) provided the final regulations on April 10, 2018, for the Administrative Leave Act of 2016, regarding Weather and Safety Leave. This type of leave will stand alone and be reported to OPM separately from other types of Administrative Leave.

NFC will implement changes associated with administrative leave, investigative leave, and notice leave, as additional final regulations are issued by OPM.

The Transaction Codes (TC) and Transaction Descriptors (TD) in the NFC hosted T&A systems were changed as of Pay Period 18, 2018, as indicated below.

Prior descriptors:

- TC 66, TD 34 Hazardous Weather
- TC 66, TD 21 Federal Holiday

Current descriptors:

- TC 66, TD 34 Weather and Safety Leave
- TC 66, TD 21 Paid Holiday Time Off

Agencies who use a T&A system that is not hosted by NFC must work with their T&A system providers to have them make the necessary system changes to comply with this OPM mandate. It is an Agency responsibility to ensure compliance.

Beginning in Pay Period 01, 2019, as part of Project 1513997 / 30876 Administrative Leave Act of 2016, NFC will modify its Payroll/Personnel System to create new fields that will be viewable in IRIS and IRIS Web, as shown below, for:

1. Weather and Safety Leave
2. Paid Holiday Time Off

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SSN      000000000  XX      * OTHER LEAVE *      mm/dd/yy      IR138
SCREEN   000      NAME

      * MILITARY LEAVE *
REGULAR HOURS YTD      .00
REGULAR DAYS YTD      0
EMERGENCY HOURS YTD   .00
EMERGENCY PP HOURS    .00
LEAVE CARRYOVER       .000
LEAVE DAYS PRIOR YEAR      00
PRIOR YEAR CARRYOVER    .00
HOURS PRIOR YEAR       .00
LEAVE ACCRUED          .00
LEAVE CURRENT BAL      .00
LEAVE FORFEITED        .00
DISABLED VET LEAVE BAL   .00
DISABLED VET LEAVE YMMDD
CREDIT HOURS CURRENT BAL .00

      * HOME LEAVE *
CARRYOVER BALANCE     .00
CURRENT BALANCE       .00
LEAVE USED YTD        .00
LEAVE ACCRUALS YTD    0

      * SHORE LEAVE *
CARRYOVER BALANCE     .00
CURRENT BALANCE       .00
LEAVE USED YTD        .00
LEAVE ACCRUALS YTD    0

      * OTHER *
ADMIN LEAVE USED YTD  .00
PAID HOLIDAY TIME OFF .00
WEATHER AND SAFETY LV .00

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU      PF5 = HELP      1400
= EXIT              ENTER = INQUIRY      CLEAR
    
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There will be no formal Customer User Acceptance Test period; however, software changes will be tested internally by NFC developers.

NFC will address additional changes after receipt of the final regulations for the Administrative Leave Act of 2016, at which time Agencies will be notified.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; or via ServiceNow Customer Service Portal (CSP).