	United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division

Functional Requirements Document (FRD)

Project# 323157	Project Title: Fractional leave Pay Period Reduction in Leave Accrual (Treasury/IRS 93/TR)	Date Prepared: 05/07/2013

Scope:	The Office of Personnel Management (OPM) has clarified(*) that an employee who is not in a leave accrual period but takes Leave Without Pay (LWOP) does not have the LWOP count towards the 80 hours limit before he/she doesn't accrue leave. According to Internal Revenue Service, Treasury and IRS' staff; this is not how the National Finance Center (NFC) currently handles this situation. This issue is triggered by the following two circumstances: 1) If a NEW employee Enters On Duty (EOD) in the middle of a pay period and is not entitled to accrue leave. Then the employee takes a day or two of LWOP during that first pay period. 2) If an employee separates in the middle of a pay period and he/she is not entitled to accrue leave. It is a minor impact with separating employees, but there is a bigger impact with NEW hires. Based on OPM clarification (*) any Absence Without Pay (AWOP) charged during those pay periods should not be added to the accrual reduction fields in the NFC systems. This is causing a discrepancy between Department of the Treasury's Totally Automated Personnel System (TAPS)/Single Entry Time Reporting (SETR) systems and NFC's system. Title 5 CFR 630.208 (Reduction in leave credits)states that: "When the number of hours in a non-pay status in a full-time employee's leave year equals the number of base-pay hours in a pay period, the agency shall reduce his credits for leave by an amount equal to the amount of leave the employee earns during the pay period. When the employee's number of hours of non-pay status does not require a reduction of leave credits, the agency shall drop those hours at the end of the employee's leave year. For the purpose of determining the reduction of leave credits under this paragraph when an employee has one or more breaks in service during a leave year, the agency shall include all hours in a non-pay status (other than non-pay status during a fractional pay period when no leave accrues) for each period of service during the leave year in which annual leave accrued." Consequently, the employee who is not in a leave accrual period but takes LWOP should not have the LWOP count toward the 80 hours limit before he/she does not accrue leave. (*): *Doris Rippey (Doris.Rippey@opm.gov) Lead HR Specialist for Leave. Leave Administration Pay and Leave. U.S. Office of Personnel Management(OPM) on email dated July 11, 2011 11:05 AM to Mary Lou Soffer (MaryLou.Soffer@treasury.gov) Benefit Officer at U.S. Treasury.*

Functional Requirements Document (FRD)		
Project# 323157	**Project Title: Fractional leave Pay Period Reduction in Leave Accrual (Treasury/IRS 93/TR)**	**Date Prepared: 05/07/2013**

Assumptions:	Based on U.S. Office of Personnel Management (OPM) Doris Rippey: "The spirit of the above regulation (Title 5 CFR 630.208) is equity- that employees who have 80 hours of non-pay status spread over several pay periods (in which they would otherwise accrue leave but for the regulations requiring reduction in the pay period in which they hit the magic 80 hours in a non-pay status) should be treated similarly to employees who have 80 hours of non-pay status in one pay periods, and therefore do not accrue leave in that pay period."
Test:	Extensive testing should be conducted using the sample population provided by the requesting agency.

Functional Requirements

(Completed by the NFC Project Owner before being sent to the agency.)

Payroll Systems Branch (PASB) Requirements

The programming logic in two systems in the Payroll Systems Branch (PASB) at the National Finance Center (NFC) will be modified. Both of these systems (TIME/PAYE) should <u>only</u> update the AWOP-TOWARDS-LEAVE-CREDITS (Counter) field IF the ANNUAL-LEAVE-ACCRUAL-TA (Counter to monitor the 80 hours) field is greater than 0 AND the person in not a NEW or a SEPARATING employee.

Personnel Systems Branch (PESB) Requirements

Not Applicable

Human Resources Line of Business (HRLOB) Requirements

Not Applicable

Web Applications Systems Branch (PWSB) Requirements

Not Applicable

Human Resources Applications Staff (HRAS) Requirements

Not Applicable

Signature of SRB Chief: /s/ Cherie Landry   **Date:** 05/07/2013