

Processing Tip for Processing, Canceling or Correcting a Time-Off Award

The Office of Personnel Management (OPM) defines a time-off award as time off from duty, without loss of pay or charge to leave, granted to a Federal employee as a form of incentive or recognition.

Agencies are allowed to set their own policies concerning the time granted and allotted to use time-off award hours.

OPM did not set a Government-wide time limitation on using the hours granted by a time-off award and allowed Agencies to set their own policies concerning the time granted and allotted to use time-off award hours. The National Finance Center (NFC) worked with the Agencies serviced by NFC to standardize the limitations and process based on their requirements. The process allows:

- Full-time employees to be granted up to 40 hours per time-off award but no more than 80 hours per leave year.
- Part-time employees to be granted up to one-quarter of their biweekly scheduled tour per award and up to one-half of their biweekly scheduled tour per leave year.

Eligibility and usage of time-off hours during a leave year is at the discretion of the Agency.

Processing the Original Award

Time-off awards are processed in the Web-based Entry, Processing, Inquiry and Correction System (EPIC Web), or EmpowHR, or submitted via a Front-End System Interface (FESI) file using the following Nature of Action Codes:

- 822/Group Time Off Award – Other: A group of employees receive time off based on an authority other than Chapter 45.
- 823/Individual Time Off Award – Other: An employee receives time-off as a reward for a specific achievement based on an authority other than Chapter 45.
- 846/Individual Time Off Award – Ch 45: An employee receives time-off as a reward for a specific achievement.
- 847/Group Time Off Award – Ch 45: A group of employees receive time-off as a reward for a specific achievement.

Time off hours are reflected in Information/Research Inquiry System (IRIS) Program IR143, Time Off Award Data, after the personnel action applies.

Rolling Back a Time-Off Award

The rollback process is used to retrieve personnel actions/time-off awards that applied during the current processing pay period. After the personnel action is rolled back, the hours can be changed, or the personnel action/time-off award can be deleted. This process eliminates the need to process a cancellation or correction of a personnel action.

After a rollback of a time-off award, check the following applications to verify the time-off award and the time-off hours are removed from the employee's record:

- IRIS Program IR125, Personnel Actions Summary
- IRIS Program IR143, Time Off Award Data
- Time Inquiry - Leave Update System (TINQ) Program 08, Time Off Awards
- Time and Attendance (T&A) application used by the Agency

If the rollback occurred because the:

- Incorrect number of hours was documented on the personnel action/time-off award
 - Correct the number of hours.
 - Release the document.
 - After the personnel action applies, verify the correct number of time off hours is reflected in IRIS Program IR143, Time Off Award Data.
- Personnel action/time-off award was erroneously processed
 - Delete the personnel action.
 - When the employee used all or any portion of the time-off hours, instruct the employee/timekeeper to change the time off hours. (Transaction Code (TC) 66, Prefix 61, Time Off Awards) on the time and attendance report to another leave category.
 - When the employee has no other leave to which to charge the time off hours, an authorized Table Management System (TMTG), Table 063, Department/ Agency/Bureau Contact Types, submits a Web-based Special Payroll Processing System (SPPS Web) request to establish a debt in the Administrative Billings and Collection System (ABCO) to collect monies paid for time-off hours used by the employee.

Correcting a Time-Off Award

When a time-off award was processed in a prior pay period with an incorrect number of hours, process a correction to the personnel action/time-off award in EPIC Web or EmpowHR. The time-off hours must be documented in IRIS Program IR543, Personnel History Information System (PERHIS) Time Off Award Data, to correct the hours.

After the corrected personnel action applies:

- Verify the time-off award personnel action and the time-off hours are reflected correctly in the employee's record:
 - IRIS Program IR125, Personnel Actions Summary
 - IRIS Program IR143, Time Off Award Data
 - TING Program 08, Time Off Awards
 - Time and Attendance application used by the Agency
- When the time-off hours used by the employee exceed the modified number of hours granted, instruct the employee/timekeeper to submit a corrected time and attendance report to change the time off hours (TC 66, Prefix 61) on the time and attendance report to another leave category.
- When the employee has no other leave to which to charge time off hours, an authorized Table 063 contact submits an SPPS Web request to establish a debt in ABCO to collect monies paid for time off hours used by the employee that exceed the original number of hours granted.

Cancelling a Time Off Award

When a time-off award was erroneously processed in a prior pay period, process a cancellation to the personnel action/time-off award in EPIC Web or EmpowHR. The time-off hours must be documented in IRIS Program IR543, PERHIS Time Off Award Data, to cancel the time-off award.

After the cancellation personnel action applies,

- Verify the time-off award personnel action and the time off hours are removed from the employee's record:
 - IRIS Program IR125, Personnel Actions Summary
 - IRIS Program IR143, Time Off Award Data
 - TING Program 08, Time Off Awards
 - Time and Attendance application used by the Agency
- When the employee used any of the time-off award hours associated with the cancellation action, instruct the employee/timekeeper to submit a corrected time and attendance report to change any time off hours (TC 66, Prefix 61) to another leave category.
- When the employee has no other leave available to which to charge time-off hours, an authorized Table 063 contact submits an SPPS Web request to establish a debt in ABCO to collect monies paid for time-off hours used by the employee.

Research Materials

Bulletins on the [NFC Home page](#).

EPIC Web, EmpowHR, FESI, SPPS Web, ABCO, and TING procedures on the [NFC Home page](#).