**HRAccess Program**

HCSC Standard Operating Procedure

PAY-017 – Emergency Military Leave Processing

CY 2021

Reviewed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

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# Background

This Standard Operating Procedure (SOP) describes the necessary steps to provide timely and quality services to Transportation Security Administration (TSA) employees in processing and completing actions in the area of Emergency Military Leave.

This is an internally process driven change to a previously approved SOP. It requires review and approval only by the HRAccess Program Management Office (PMO). An information copy of the HCAccess PMO-approved SOP will be provided to the TSA, Office of Human Capital (OHC).

# Purpose and Scope

The Lockheed Martin HCAccess Human Resources Services Center (HCSC), Payroll Office, is responsible for providing general administrative and advisory support for Emergency Military Leave Administration. The HCSC will oversee and manage its payroll in accordance with all applicable Federal, Department of Homeland Security (DHS), and Transportation Security Administration regulations to provide customers with timely, accurate and comprehensive counseling, calculations and processing.

# Roles and Responsibilities

The actors and their roles in the Emergency Military Leave process are delineated below.

| **Role** | **Responsibility** |
| --- | --- |
| **HCSC/Payroll** | Payroll specialist determines eligibility of Emergency Military Leave payments. If so warranted, a Service Request (SR) is created and is assigned to a Payroll specialist for review, processing, and updating. |
| **HCSC Payroll QA** | Reviews the processor’s case. |
| **National Finance Center (NFC)** | Generates payments for employees and beneficiaries. |
| **TSA Employee** | Submits appropriate documentation to process the Emergency Military Leave request. |
| **TSA Human Resources (HR)/Administrative Officer** | Receives requests from the employee, reviews and submits completed documentation to the HRSC. |
| **Timekeeper** | Enters military leave in webTA |
| **HCSC/Personnel** | Review case and prepare to input appropriate Personnel Action |

# Procedures (Aligns with process map located at Appendix A)

**Note: This process requires handling of Personally Identifiable Information (PII). All HRAccess personnel involved in this process must adhere to the procedures outlined in IOP-PMO-SEC-008, Protecting PII.**

| **4.1 Emergency Military Leave - Background** | | |
| --- | --- | --- |
|  |  | **Notes** |
| Emergency Military Leave Criteria | [Eligibility](http://www.opm.gov/FAQS/QA.aspx?fid=e64d74ab-20a3-484c-8682-d2a2b46c22da&pid=98672c9c-c6b5-4707-897b-38705b196284)  Employees who are called to active duty in support of the ongoing national emergency are entitled to military leave under two separate provisions.  A Federal employee who is a member of the National Guard or Reserves is entitled to 15 days (120 hours) of paid military leave under 5 U.S.C. 6323(a) each fiscal year for active duty, active duty training, or inactive duty training. An employee on military leave under section 6323(a) receives his or her full civilian salary, as well as military pay. This leave accrues at the beginning of each fiscal year, and all Guard or Reserve members, including those on extended active duty, should be credited with 15 days of paid military leave on October 1 of each year.  In addition, effective November 24, 2003, employees who perform full-time military service as a result of a call or order to active duty in support of a contingency operation\* as defined in section 101(a)(13) of title 10, United States Code, are entitled to 22 days of military leave under 5 U.S.C. 6323(b). Under this provision the employee is entitled to the greater of his military or civilian pay.  The President has authorized the Governors of several States and territories to use National Guard forces to provide supplemental security personnel for airport operations. Guard members ordered to such duty under 32 U.S.C. 502(f) are clearly assisting civil authorities in the protection of life and property. Therefore, in addition to military leave available under 5 U.S.C. 6323(a) for active duty and active and inactive duty training, a member of the National Guard also may be authorized military leave under 5 U.S.C. 6323(b) for assisting civil authorities in the protection of life and property. | |
| Contingency Operation  10 USC 101(a)(13) | [Definition of Contingency Operation](http://uscode.house.gov/download/pls/Title_10.txt)  (13) The term "contingency operation" means a military  operation that -  (A) is designated by the Secretary of Defense as an operation  in which members of the armed forces are or may become involved  in military actions, operations, or hostilities against an  enemy of the United States or against an opposing military  force; or  (B) results in the call or order to, or retention on, active  duty of members of the uniformed services under section 688,  12301(a), 12302, 12304, 12305, or 12406 of this title, chapter  15 of this title, or any other provision of law during a war or  during a national emergency declared by the President or  Congress. | |
| Payment Entitlement | [Definition of Payment Entitlement](http://www.opm.gov/FAQS/QA.aspx?fid=e64d74ab-20a3-484c-8682-d2a2b46c22da&pid=ee11ac94-f109-4a07-bc46-dd09f862abc5)  An employee is entitled to the greater of his civilian or military pay, not both. Under 5 U.S.C. 5519,    *“An amount (other than a travel, transportation, or per diem allowance) received by an employee or individual for* ***military*** *service as a member of the Reserve or National Guard for a period for which he is granted* ***military******leave*** *under section 6323(b) or (c) shall be credited against the pay payable to the employee or individual with respect to his civilian position for that period.”*  The military pay received by an individual who has been activated in support of civil authorities or a contingency operation must be credited (less any travel, transportation, or other per diem allowances) against any Federal civilian pay the employee received during the 22 workdays of military leave. An agency may calculate the amount of military pay (less any travel, transportation, or per diem allowances) an employee will receive for the time period that corresponds to the 22 workdays of military leave and reduce the employee's civilian pay by that amount during the 22 workdays of military leave. In contrast, many agencies choose to continue to pay the employee his or her full civilian pay during the 22 workdays of military leave. At the end of the 22-day period of military leave, the agency requires the employee to refund to the agency an amount equal to the amount of military pay received (less any travel, transportation, or per diem allowances) up to the amount of his or her civilian pay for the time period that corresponds to the 22 workdays of military leave. | |

| **4.2 Emergency Military Leave - Processing** | | |
| --- | --- | --- |
| **Functional Area** | **Action** | **Notes** |
| **Step 1**  **Employee** | Submit Emergency Military Leave (EML) documentation. | Documentation should be submitted through the appropriate HR Representative.  Required Documentation:  Military Orders and Military Pay Statements |
| **Step 2**  **TSA/HR Representative** | Submit documentation submitted to HRAccess. | The documentation can be submitted via email w/ attachments, fax or mail |
| **Step 3**  **HCSC/Document Management / Tier 1** | Receive request for Emergency Military Leave. | Request for Emergency Military Leave can be received either through an e-mail with attachment, fax, or mail  Predefined Process:  [SOP SSC-017 – Incoming Mail](http://spip/sites/idl/SOPs%20and%20Process%20Maps/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fidl%2FSOPs%20and%20Process%20Maps&View=%7BCEF79AD6%2D7B47%2D4431%2D9080%2DD687F48FB07B%7D) |
| **Step 4**  **HCSC/Document Management / Tier 1** | Create Service Request (SR) in Siebel and platform service request. | Predefined Process:  SOP HLP-007, Help Desk Tier 1 Process  Area: Payroll  Sub Area: Military Emergency Leave |
| **Step 5**  **HCSC/Payroll** | Retrieve SR in Siebel. | [Click here for Siebel](https://casemanagement-hraccess.tsa.dhs.gov/epublicsector_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=)  Include URL |
| **Step 6**  **HCSC/Payroll** | Examine Emergency Military Leave request package for completion  Is the package complete?  If Yes – Go to step 7  Or  If No – Go to step 42 | Package should include the following:   1. Emergency Military Leave Request Form 2. Military Orders: the orders indicating the proper Authorities for Contingency Operation or State of Emergency 3. Military Leave and Earnings Statements that coincide with the dates listed on the Request Form |
| **Step 7**  **HCSC/Payroll** | Review Military Orders for eligibility  Is the employee eligible?  If Yes – Go to step 8  Or  If No – Go to step 42 | Compare Military Orders to [eligibility criteria](#_5.1_Emergency_Military) |
| **Step 8**  **HCSC/Payroll** | Log into NFC/RUMBA by using your User ID and Password. | The NFC/ RUMBA main menu page is displayed.  Add NFC URL link:  Retrieve IRIS 125 Screen -  This screenshot will identify if the employee has a current NOA 473, AUTH Q3K QRD action on file for the period of Military Active Duty status.  Retrieve IRIS 547 Screen -  This screenshot will provide the employee’s salary history during the EML Request period, this will be crucial in determining the Salary Share Amount |
| **Step 9**  **HCSC/Payroll** | Log into webTA system by using your User ID and Password. | webTA Link:  <https://wta.hs.nfc.usda.gov/webta/servlet/com.threeis.webta.H000welcome>    The webTA main menu page is displayed.  Retrieve webTA records  Timecards covering the requested period identifies whether the employee used leave during the period that he/she is requesting  EML.  If the employee requested any leave during the requested period, the days of leave usage will not be considered for EML entitlements.  Pull up the Master Timekeeper main menu in webTA and search for the employee by name and /or SSN.  Click on Search.  Populate the circle to the left of the search results screen to select the correct employee account.  Confirm name, user ID  Press the Certified T&A button. Certified T&A summary page displays.  If the employee has time entered for a pay period during the requested period of Emergency Military Leave, select the latest pay period check box and press the View Certify Summary button at the bottom of the page.  A listing of previously certified T&As will appear. |
| **Step 10**  **HCSC/Payroll** | Retrieve Payroll Listing from the NFC Reporting Center. | Payroll listings for the requested period will identify whether any additional compensation requested in webTA was in fact paid. Those days will not be considered for EML entitlements.  Open web browser to the NFC Reporting Center Log on Page.  <https://www.nfc.usda.gov/reporting/index2.aspx>  Log into the Reporting Center web interface using your Reporting Center ID and Password  Click on “Financial Reports”.  Click on “Payroll Listing for W-2 Research”.  Click on “Payroll Listing for W-2 Research”.  Click on “Employee Social Security Number”.  Click on “Payroll Pay Periods” and select the pay periods that encompass the requested period.  Selection of multiple pay periods can be done by holding the CTRL key and clicking on the desired pay periods. |
| **Step 11**  **HCSC/Payroll** | Log into SPPS web by using your User ID and Password.  Retrieve SPPS Web records. | SPPS web Link:  <https://www.nfc.usda.gov/spps/>  SPPS web records for the requested period will identify if any manual payments were processed during the requested period. Those dates/pay periods would not be considered for EML entitlements.  Confirm that Homeland Agencies is highlighted under Database, and if it’s not, highlight it.  Click the Adjustments link on top of the page. The Manage Adjustments page displays.  Enter the full SSN in the SSN section.  Remove the User ID from the User ID section.  Press the Search button. The search results are displayed. |
| **Step 12**  **HCSC/Payroll** | Verify that a request for Emergency Military Leave has not been submitted by going through the search results | Click the Remarks/Notes button to read details |
| **Step 13**  **HCSC/Payroll** | Perform Military Pay Computations | “Pay” is defined in 37 U.S.C. 101(21) as including basic pay, special pay, retainer pay, incentive pay, retired pay, and equivalent pay.  [9.1 Table 1](#_9.1_Table_1)  Monthly military pay amount will be divided by 30 for all months to determine a Military **Daily Rate** of pay. The military daily rate of pay will be multiplied by a factor to equate the number of hours of contingency/law enforcement leave taken in any given day. This is necessary in order to maintain pay parity between employees who work a regular 40hour 8 hours per day week tour of duty (TOD) and employees, who work uncommon TODs, including personnel on flexible or compressed work schedules. [9.2 Table 2](#_9.2_Table_2), [9.3 Table 3](#_9.3_Table_3) |
| **Step 14**  **HCSC/Payroll** | Perform Civilian Pay Computations | 1. The employee’s Adjusted Salary divided by 2087 will yield the employee’s **Hourly Rate** 2. Employees who have entitlements to other types of premium pay (Emergency Medical Technicians and Air Traffic Controllers with Standby premium pay, Law Enforcement Officers with law enforcement pay, and employees whose regular scheduled TOD includes pay for administrative uncontrollably overtime) will have that pay included in the pay calculations when using the additional 22-days of military leave. 3. Weekends or regular days off (RDO) will not be charged against the 22-workday entitlement. Employee/member will retain the military pay received on these weekend/RDO days. 4. When a holiday falls within the period of contingency/law enforcement leave, the member may retain both the military and civilian pay for these holidays. There will be no leave charged against the 22 contingency operations/law enforcement leave workdays for those holidays 5. Contingency operations/law enforcement military leave will be charged in hourly increments but must be taken in workdays i.e., a normal scheduled 8 hour civilian workday will be charged 8 hours of leave, a 9 hour workday will be charged 9 hours, etc. 6. Employees who have a regularly scheduled tour of duty (TOD) that includes night differential or shift work **will have** those amounts included in the civilian pay entitlement calculation. 7. Employees who have a regularly scheduled TOD that includes regularly scheduled overtime **will have** that overtime included in the civilian pay entitlement calculation when leave is taken for a full pay period. 8. Employees who have a regularly scheduled TOD that includes regularly scheduled overtime **will not have** that overtime included if they do not meet the over 40 hours in a week requirement. 9. Employees, who have a regularly scheduled TOD that includes a Sunday, **will not** have the Sunday pay included in the pay entitlement calculation. 10. Employees, who have a regularly scheduled TOD that includes exposure to hazard or environmental differentials, **will not** have those amounts included in the pay entitlement calculation. 11. Employees who have a TOD that includes an “in-lieu-of” holiday **will not** be charged a day of leave for their in-lieu of holiday and they **will** receive both their military and civilian pay for the in-lieu of holiday 12. Employees, who have an entitlement to FLSA overtime calculation (over 40 hours in a week or over 80 hours biweekly), **will not** have that FLSA overtime computed when choosing to use less than their scheduled weekly or biweekly TOD for the military leave. |
| **Step 15**  **HCSC/Payroll** | Is this retroactive payment contained within the previous 26 pay periods?  If Yes – Proceed to step 16  Or  If No – Proceed to step 19 |  |
| **Step 16**  **HCSC/Payroll** | Communicate via email or phone to the HR Representative or Designee the proper actions to take in webTA. | If the changes that are needed occur within the last 26 pay periods, corrected timecards should be processed through the system instead of manual T&As or manual payment request.  Note action needed in Siebel case. |
| **Step 17**  **Timekeeper** | Enters the 22 days (176 hours) of Emergency Military Leave through WebTA. | This entry occurs after the Personnel Action has been processed. Submission of a Time and Attendance record utilizing Emergency Military Leave prior to the Personnel Action being processed can result in the following:   1. Employee will not be paid 2. Employee paid at the incorrect Salary Share Amount (difference in Civilian and Military pay)   Employee paid utilizing available Leave |
| **Step 31**  **HCSC/Payroll** | Wait until the timekeeper has completed the corrected timecards.  Corrected timecards processed changes correctly?  If Yes – Proceed to step 42  Or  If No – Repeat step 16 | Contact NFC for assistance with processing the corrected to see what action is needed if the T&A’s were correctly submitted by the Timekeeper |
| **Step 19**  **HCSC/Payroll** | Add request for Manual Payment if the period is outside of 26 pay periods, or the WebTA entry(ies) failed to process the payment. | SPPS web Link:  <https://www.nfc.usda.gov/spps/>   1. Utilize Emergency Military Leave spread sheet to input the period requested for EML, manually calculating the 22-day gross payment   Under the Adjustments tab in SPPS Web search for records under the employee’s Social Security Number to avoid duplicate payments/entries (Follow Steps 24-29) |
| **Step 20**  **HCSC/Payroll** | Determine the Computation of Salary or COOP Share Amount using the attached calculation sheet |  |
| **Step 21**  **HCSC/Payroll** | Is the Civilian Pay greater than (>) the Military Pay  Yes – Proceed to step 22  Or  No – Proceed to step 42 | The Salary or COOP Share Amount is computed by taking the difference between the Civilian Pay and Military Pay.   1. If the period requested covers 2 months, the Military pay will need to be calculated for each month separately. This may result in there being two salary share amounts. 2. If the employee’s salary changes during the requested period, then this may result in multiple salary share amounts contingent on the Military Pay and the Civilian Pay differences. |
| **Step 22**  **HCSC/Payroll** | Submit for Quality Review.  Document notes in Siebel with case progress | Deliver case to QA by hand.  Change sub-status to QA.  Note in Siebel case being QA’d. |
| **Step 23**  **HCSC/Payroll QA** | Review documentation in case packet. Does the case packet contain errors?  Yes – Return to step 13  Or  No – Return case to Payroll team member and proceed to step 24 | Review computations for accuracy of the Salary Share amounts of the period in question prior to processing the appropriate personnel actions. |
| **Step 24**  **HCSC/Personnel** | Review case and prepare to input appropriate Personnel Action. |  |
| **Step 25**  **HCSC/Personnel** | Is this a current entry?  Yes – Proceed to step 26  Or  No – Proceed to step 27 | Identify the dates of the period requested, if this action does not require insertion between two previously processed Personnel Actions, this action can be processed via EmpowHR. If the action requires insertion between two previously processed Personnel actions this action will need to be processed via EPIC  Web as a Historical Correction.   * An action must be processed for each Salary/COOP Share Amount |
| **Step 26**  **HCSC/Personnel** | Personnel Action – EmpowHR | Predefined Process – SOP PER-039, Processing Personnel Actions in RPA and EmpowHR  Under Data Control Tab:  **Action:** DTA – Data Change  **Reason Code:** CDE – Change in Data Element  **NOA Code:** 903 – CHG-NON CPDF Data Element  **Authority:** MIL – P.L. 108-136  Under Employment Data 2:  **Salary Share Code:** Miltry Hrly Rate Usd in Offset  **COOP Share Amt:** Enter the Salary Share Amount from Step 12 |
| **Step 27**  **HCSC/Personnel** | Personnel Action - EPIC | Predefined Process – SOP PER-029, Manual Processing of Historical Personnel Actions  Under Data Tab:  **1st NOA:** 903  **1a Auth Code:** MIL  **Legal Auth:** P.L. 108-136  Under Salary Tab:  **Salary Share Amount:** Enter the Salary Share Amount from Step 12  This is an 8-digit placement no commas or periods  XXXXXXXX  **Salary Share Code:** 9 |
| **Step 28**  **HCSC/Payroll** | Review the case to determine the appropriate payment method. |  |
| **Step 29**  **HCSC/Payroll** | Log into SPPS web by using your User ID and Password. | SPPS web Link:  <https://www.nfc.usda.gov/spps/>  Enter Social Security Number.  Name is not required if employee has a data base record (IRIS 200 series).  Enter Agency, POI, and Pay Period of adjustment.  Agency – TA  POI – either 1598 or 5701, this  can be found on IRIS 125 of the employee’s NFC Record  Pay Period – use the beginning pay period the adjustment.  Enter agency contact person and phone number covers.  Click NFC PROCESS indicator  By selecting this indicator, the request must be processed by NFC if:   1. The employee is not on the database 2. All other types of payments and adjustments   Type of Adjustment – OTHER-NFC PROCESS.  Complete REMARKS. Remarks should include the following:   1. Detail explanation of request 2. Gross 3. Accounting   The Accounting Distribution Code can be found on the PINQ- 025 screen. This interface can be obtained from the main screen in RUMBA.  Accounting Distribution Code has 3 parts:  ACCTG Dist Fiscal Year Code  ACCTG Dist APPN Code  ACCTG Dist Sub Level Codes  Example:  0V0PAYSCRP25590SCRBOS000000   1. Address (DD/EFT)   Current address and Direct deposit information can be found on the IRIS 125 screen.  Click SAVE.  If another payment exists for the same pay period, a pop up will appear, ACCEPT ADD DUPLICATE, click ACCEPT if you want to add the duplicate pay period.  The Status code will change to a 6 (NEW) and the request will not be released to NFC until the released to NFC until approved by TSA.  The sub status will then go to Waiting for Third Party. |
| **Step 30**  **HCSC/Payroll** | Submit case to QA for review.  Document notes in Siebel with case progress. | Deliver case to QA by hand.  Change Sub-status to QA. |
| **Step 31**  **HCSC/Payroll QA** | Review documentation in case packet. |  |
| **Step 32**  **HCSC/Payroll QA** | Review SPPS web entry. |  |
| **Step 33**  **HCSC/Payroll QA** | Does the case contain errors?  If Yes – Go to step 19  Or  If No – Go to step 34. |  |
| **Step 34**  **HCSC/Payroll QA** | Release SPPS Web entry. |  |
| **Step 35**  **HCSC/Payroll QA** | Once the Emergency Military payment is received and reviewed for accuracy, in SPPS Web the quality | Follow Step 11 then proceed to Step 36. |
| **Step 36**  **HCSC/Payroll QA** | Click RELEASE TO NFC. | Notify case worker of submission and return case packet |
| **Step 37**  **HCSC/Payroll** | Update Siebel. | Within the SR under the notes tab, include the following standard verbiage:  Computations are complete for the Request for Emergency Military Leave for <INSERT NAME> for the period of <INSERT DATE PERIOD AND PAY PERIODS AFFECTED> in the gross amount of <INSERT AMOUNT>, net amount <INSERT NET AMOUNT>. Waiting for confirmation of payment in SPPS Web. |
| **Step 38**  **HCSC/Payroll** | Wait for NFC processing. | Payments approved prior to 11:00am CST will be processed on that days’ manual schedule, otherwise if approved after 11:00am CST will be processed on the next workday’s manual schedule that is processed Monday-Friday at 11:00am CST, not including holidays |
| **Step 39**  **HCSC/Payroll** | Update Leave Accruals in NFC  Select the TINQ System from the NFC main menu.  Select the 01 menu option “Annual and Sick Leave.”  Enter the employee’s SSN and the Agency Code TA. The employee’s record will appear.  In the “Annual-LV-Accruals YTD” enter the proper accrual based on the employee’s leave category; hit enter.  In the “Sick-Lv-Accruals-YTD” enter the accrual; hit enter.  Update Leave Accruals in webTA  Pull up the Master Timekeeper main menu in webTA and search for the employee by name and /or SSN. Click on Search.  Click on the “Leave” on the left side of the existing screen and update the forwarding leave annual leave balance accordingly. | Adjust the employee’s leave accruals to reflect proper accruals for Annual Leave and Sick Leave for the requested period (TINQ)  Predefined Process  [Leave Audit/Leave Adjustment – SOP PAY-007](http://spip/sites/idl/SOPs%20and%20Process%20Maps/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fidl%2FSOPs%20and%20Process%20Maps&View=%7BCEF79AD6%2D7B47%2D4431%2D9080%2DD687F48FB07B%7D)  For Full Time Employees Annual Leave Accruals are as follows:   * 0-3 years of Service: 4 hours per pay period * 3-15 years of Service: 6 hours per pay period   15+years of Service: 8 hours per pay period.  All Full Time Employees receive 4 hours of Sick Leave per pay period.  Adjust accruals in WebTA to reflect the number of EML hours requested and the proper Annual and Sick Leave adjustments.  Predefined Process  [Leave Audit/Leave Adjustment – SOP PAY-007](http://spip/sites/idl/SOPs%20and%20Process%20Maps/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fidl%2FSOPs%20and%20Process%20Maps&View=%7BCEF79AD6%2D7B47%2D4431%2D9080%2DD687F48FB07B%7D) |
| **Step 40**  **HCSC/Payroll** | Was payment processed?  If Yes – Proceed to step 42  Or  If No – Proceed to step 41 | This can be viewed under the Adjustment Section of SPPS Web. Review the Status Column for the following codes:  0 – In Process  1 – Pymt Processed  2 – Awaiting Approval  3 – Certified  4 – Out of Balance  5 – Closed by NFC  6 – New  7 – Release to NFC |
| **Step 41**  **HCSC/Payroll** | Contact Payroll Call Center  Go to step 40. | Contacting the NFC Payroll Call Center should only be done if the payment has not been processed within the established metrics of 7-10 Business Days. |
| **Step 42**  **HCSC/Payroll** | Update Siebel Case.  If the package is not complete or the employee is not eligible, state what pieces are missing very clearly in the notes section. | If case is complete and payment is made, within the SR under the notes tab, include the following standard verbiage:  **System Payment:**  Emergency Military Action has been updated in the system; the timekeeper has been informed regarding the input of proper T&A’s for the requested period. The employee will receive the payment via the scheduled payroll cycle and will receive a Statement of Earnings and Leave detailing the payment.  **Manual Payment:**  Payment has been processed for this employee. An email was issued to the Employee and Airport Designee informing them of the results of the request and the payment. |
| **Step 43**  **HCSC/Payroll** | Send notification to Employee and Human Resources Representative or Airport Designee. | The Notification should include the following   1. Cover Letter (if payment was made manually,) 2. Computation Sheet (if payment is due)   The employee and Airport Designee’s e-mail addresses can be found on the Request for Reservist Differential form, and are loaded in Siebel under contact information |
| **Step 44**  **HCSC/Payroll** | Attach the   1. Cover Letter 2. Computation Sheet (if payment is due) to the Siebel Case 3. Within the SR under the Attachment Tab, click NEW. 4. A document window will appear listing all available documents, select the appropriate Cover Letter and computation sheets for the Employee. 5. Highlight the appropriate file, Click OK 6. On the Menu Dropdown Field under Attachments, click “SAVE”. Your document is now saved to the Service Request. Repeat for multiple documents. | Note: Cover sheet and Computation sheet will not exist if the employee is ineligible or the packet is not complete |
| **Step 45**  **HCSC/Payroll** | Close Case.  End Process. |  |

# Prerequisites

## **Entry Criteria**

Reserved

## **Government Furnished Equipment/Information (GFE/GFI)**

Reserved

## **Systems Access**

Payroll (Document Processing) Team Member – Utilize NFC Mainframe (IRIS, PINQ, DOTSE, EPIC, HCUP, RETM, SPPS Web, SPPS Mainframe, TMGT, UCFE, ABCO, CULPRPT, FOCUS, RFQS); NFC Reporting Center (T&A Error Analysis, T&A Missing Personnel Actions, T&A Transmission Access, T&As Not Received by NFC, Statement of Earnings and Leave, Payroll Listing for W-2 Research, W-2 Wage and Tax Statement, Workforce Reports); webTA (Master Timekeeper); eOPF (HR Specialist, Super User); EmpowHR (Cancel/Correction/Update/Applied, EPP Worklist, History Correction Update, HR Initiator, New SINQ PAR Processor, New SINQ Payroll Processor, NFC Auto Action Worklist, PAR Processing, Payroll Processing, TSA Admin Reports, TSA HR Services, Worklist Administration)

# SOP Document Management

This SOP will be maintained in accordance with the requirements stated in paragraph 6, SOP Document Management, of IOP-PMO-DCM-003, HRAccess Internal Operating Procedure for Creating and Revising Standard Operating Procedures.

# Measurements

## **Process Management Measures**

Process Management Measures are those metrics that are used by the Process Owner to track and manage day-to-day performance of the process.

| Metric Name and Description | When Recorded | Where Recorded |
| --- | --- | --- |
| Employee Productivity Log (21-28 per day) | Recorded Daily | Lump Sum Production Log |
| QA Report | Monthly | CDRL 29 – Quality Assurance Report |

## **Program Management Measures**

Program Management Measures are those metrics that are used by the Program Manager to track week-to-week and month-to-month performance of the process.

| Metric Name and Description | When Recorded | Where Recorded |
| --- | --- | --- |
| N/A |  |  |

## **Program Performance Evaluation Measures**

Program Performance Evaluation Measures are those metrics related to this process that are included in the HRAccess Performance Evaluation Plan.

| Metric Name and Description | When Recorded | Where Recorded |
| --- | --- | --- |
| Transactions are processed according to Federal regulations and guidelines | Bi-Weekly | PEP Metric 2.1 |
| Delayed transactions are processed in the pay period following the due date | Bi-Weekly | PEP Metric 2.2 |

# References

* SOW Reference 3.4.3
* TSA MD 1100.30-17, Uniformed Services Employment and Reemployment
* TSA MD 1100.30-17A, Handbook-Uniformed Service Employment and Reemployment (USERRA)
* TSA MD 1100.63-1, Absence and Leave
* TSA MD 1100.63-1A, Handbook-Absence and Leave
* SOP SSC-017, Mailroom-Incoming Mail
* SOP SSC-018, Mailroom-Outgoing Mail
* SOP HLP-007, Help Desk Tier 1 Process
* SOP PER-039, Processing Personnel Actions in RPA and EmpowHR
* SOP PER-029, Manual Processing of Historical Personnel Actions
* SOP PAY-007, Leave Audit/Leave Adjustment
* IOP PMO-SEC-008, Protecting Personally Identifiable Information
* IOP PMO-DCM-003, HRAccess Internal Operating Procedure for Creating and Revising Standard Operating Procedures
* 5 U. S. C. 5514 (Collection by Offset from Indebted Employees), Office of Personnel Management (OPM) and the Federal Claims Collection Standards.
* <http://www.dfas.mil/civilianpay/civiliandeployment/work-schedule-examples.pdf>
* <http://www.dfas.mil/civilianpay/civiliandeployment/guidelines-for-military-leave.pdf>
* <http://uscode.house.gov/download/pls/Title_10.txt>
* <http://www.opm.gov/FAQS/QA.aspx?fid=e64d74ab-20a3-484c-8682-d2a2b46c22da&pid=98672c9c-c6b5-4707-897b-38705b196284>

# Reports

* CULP 142 – Provides list of separations greater than 90 days old that require research and payout for Lump Sum Payment.
* CULP 99 – Provides a list of T&A’s with missing personnel actions which require an action to be taken by the Personnel Action Processing office before the T&A can be processed.
* CULP 13 – Provides a list of missing T&A records.
* CULP 148 – Provides an alphabetical list of separated employees who have an outstanding leave balance on the database. Employees who have been separated for 10 days or more and for whom lump sum payments have not been processed through the automated system are identified with an asterisk.

# Tables

## **Table 1**

|  |  |  |
| --- | --- | --- |
| **Statutory Authority**  **(37 U.S.C.)** | **Short**  **Name** | **Military Pay and Allowances** |
| Sec. 204  Sec. 301  Sec. 301a  Sec. 301c  Sec. 302  Sec. 302a  Sec. 302b  Sec. 302c  Sec. 302e  Sec. 302f  Sec. 302g  Sec. 302i  Sec. 303  Sec. 304  Sec. 305  Sec. 305a  Sec. 305b  Sec. 306  Sec. 307a  Sec. 308d  Sec. 310  Sec. 314  Sec. 319  Sec. 320  Sec. 321  Sec. 402  Sec. 402a  Sec. 403  Sec. 427 | BASE PAY  HDIP  ACIP  SDIP  VSP/ASP/BCP  BCP  VSP/ASP/BCP  PSYCHOLOGIST DIPL PAY  NURSES’ MEDICAL BNS  <NONE>  <NONE>  <NONE>  VETERINARIAN SPECIAL PAY  DVDY  HDP  CSP  SPEC DUTY ASSIGN  <NONE>  AIP  <NONE>  HFP/IDP  <NONE>  SWO  CEFIP  JACP  BAS  FSSA  BAH  FSH  DIVE  FLY  DEMO | Basic Pay  Hazardous Duty Incentive Pay  Aviation Career Incentive Pay  Submarine Duty Incentive Pay  Special Pay for Medical Officers (Variable, Additional & Board Certified)  Special Pay for Optometrists  Special Pay for Dental Officers (Variable, Additional & Board Certified)  Special Pay for Psychologists and Non-physician Health Care Providers  Nurse Anesthetists  Reserve Recalled or Retained Health Care Officers  Selected Reserve Health Care Professionals in Critically Short Wartime Specialties  Special Pay for Pharmacy Officers  Special Pay for Veterinarians  Diving Duty Special Pay  Hardship Duty Pay  Career Sea Pay  Special Pay for Service as Member of Weapons of Mass Destruction Civil Support Team  Special Pay for Officers Holding Positions of Unusual Responsibility and of Critical Nature  Assignment Incentive Pay  Designated Unit Pay for Enlisted Members  Hostile Fire/Imminent Danger Pay  Qualified Members Extending Duty at Designated Locations Overseas (see Note 1)  Surface Warfare Officer Continuation Pay  Career Enlisted Flyers Incentive Pay  Judge Advocate Continuation Pay  Basic Allowance for Subsistence  Family Subsistence Supplemental Allowance  Basic Allowance for Housing  Family Separation Allowance  Dive Pay  Fly Pay  Demo Pay  Parachute Pay |

## **Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Hours in the regularly scheduled biweekly pay period | Ratio of hours in the regularly scheduled pay period to an 80hour pay period (the number of hours in the pay period/80) | Hours of contingency operations/law enforcement leave accrued each calendar year (Rounded to nearest hour) | Pay period of contingency operations/law enforcement leave accrued each calendar year |
| 40 | .5 ( 40/80) | .5 X 176 = 88 hours | 2.2 40-hour pay periods |
| 96 | 1.2 (96/80) | 1.2 X 176 = 211 hours | 2.2 96-hour pay periods |
| 106 | 1.325 (106/80) | 1.325 X 176 = 233 hours | 2.2 106-hour pay periods |
| 120 | 1.5 (120/80) | 1.5 X 176 = 264 hours | 2.2 120-hour pay periods |
| 144 | 1.8 (144/80) | 1.8 X 176 = 317 hours | * 1. 144-hour pay periods |

## **Table 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hours in the regularly scheduled biweekly pay period | Hours of contingency operations/law enforcement leave accrued each calendar year | Number of days of additional military leave authorized | Average number of hours per workday per pay period (this is the denominator) | Hours charged as LL in a workday | Multiplication factor to determine daily military rate to offset |
| 40 | 88 hours | 22 | 88/22 = 4 hours | 4 | 4/4 = **1** |
| 40 | 88 hours | 22 | 88/22 = 4 hours | 8 | 8/4 = **2** |
| 80 | 176 hours | 22 | 176/22 = 8 hours | 8 | 8/8 = **1** |
| 80 | 176 hours | 22 | 176/22 = 8 hours | 9 | 9/8 = **1.125** |
| 80 | 176 hours | 22 | 176/22 = 8 hours | 10 | 10/8 = **1.25** |
| 96 | 211 hours | 22 | 211/22 = 9.6 hours | 24 | 24/9.6 = **2.5** |
| 106 | 233 hours | 22 | 233/22 = 10.6 hours | 12 | 12/10.6 = **1.13207** |
| 106 | 233 hours | 22 | 233/22 = 10.6 hours | 24 | 24/10.6 = **2.26415** |
| 120 | 264 hours | 22 | 264/22 = 12 hours | 24 | 24/12 = **2** |
| 144 | 317 hours | 22 | 317/22 = 14.4 hours | 24 | 24/14.4 = **1.66667** |

# Forms

## **Emergency Military Leave Cover Letter**

DATE

Dear:

This letter is in response to your request for Emergency Military Leave. Based on the military orders you provided, we have determined that you are eligible for Emergency Military Leave Payments.

The following payment(s) were disbursed to you on DATE for the following amount(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calendar**  **Year** | **Gross Payment** | **Federal Taxes** | **State**  **Taxes** | **Net**  **Payment** |
| 2009 | $0.00 | $0.00 | $0.00 | $0.00 |
| 2010 | $0.00 | $0.00 | $0.00 | $0.00 |
| 2011 | $0.00 | $0.00 | $0.00 | $0.00 |

This payment encompasses all pay periods within the specified dates provided on your submitted Request for Payment of Reservist Differential of **03/15/2009 – 00/00/2011, Pay Periods 06/2009-00/2011.**

If there are any questions or additional clarification is needed please send your inquiry to:

TSA HRAccess Shared Service Center

2650 Park Tower Drive, Suite 201

Vienna, VA 22180

1-877-872-7990

Sincerely,

TSA HRAccess

Enclosure(s)

## **Emergency Military Leave Cover Letter – Ineligibility**

DATE

Dear:

This letter is in response to your request for Emergency Military Leave. Based on the military orders you provided, we have determined that you are not eligible for Emergency Military Leave payments.

Emergency Military Leave is payable to an employee during a qualifying period during which the employee meets the following criteria:

In addition, effective November 24, 2003, employees who perform full-time military service as a result of a call or order to active duty in support of a contingency operation\* as defined in section 101(a)(13) of title 10, United States Code, are entitled to 22 days of military leave under 5 U.S.C. 6323(b). Under this provision the employee is entitled to the greater of his military or civilian pay.

The President has authorized the Governors of several States and territories to use National Guard forces to provide supplemental security personnel for airport operations. Guard members ordered to such duty under 32 U.S.C. 502(f) are clearly assisting civil authorities in the protection of life and property. Therefore, in addition to military leave available under 5 U.S.C. 6323(a) for active duty and active and inactive duty training, a member of the National Guard also may be authorized military leave under 5 U.S.C. 6323(b) for assisting civil authorities in the protection of life and property.

Sometimes the military orders are not specific enough. If you believe your orders did not cite the correct authority or were not specific enough, we encourage you to contact the headquarters that issued the orders (listed at top of the orders) to obtain clarification. You may resubmit your revised orders for review and a new determination of eligibility. Please send your information to:

Sincerely,

TSA HRAccess Shared Service Center

2650 Park Tower Drive, Suite 201

Vienna, VA 22180

1-877-872-7990

Enclosure(s)

## **Emergency Military Leave Cover Letter – MIL > CIV**

DATE

Dear:

This letter is in response to your request Emergency Military Leave payments. Based on the military orders you provided, we have determined that you are eligible for Emergency Military Leave payments, however the computations performed indicates that your Military Pay is greater than your Civilian Pay therefore a payment will not be issued.

The calculations attached encompasses all pay periods within the specified dates provided on your submitted Request for Payment of Reservist Differential of **03/15/2009 – 00/00/2011, Pay Periods 6/2009-00/2011.**

If there are any questions or additional clarification is needed please send your inquiry to:

TSA HRAccess Shared Service Center

2650 Park Tower Drive, Suite 201

Vienna, VA 22180

1-877-872-7990

Sincerely,

TSA HRAccess

Enclosure(s)

# Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION/CHANGE LOG** | | | | |
| **Rev** | **Date** | **Rev. By** | **Section(s) Affected** | **Summary of Changes** |
| V1.0 | 10/31/2008 |  |  | Final Version |
| V1.1 | 11/24/2008 |  |  | Revised to incorporate TSA Feedback |
| V1.2 | 09/03/2010 |  |  | Revised to incorporate TSA Feedback |
| V1.3 | 12/15/2010 |  |  | Revised to incorporate TSA Feedback |
| V1.4 | 01/28/2011 |  |  | Revised to incorporate TSA Feedback |
| V1.5 | 02/01/2011 |  |  | Revised to incorporate TSA Feedback |
| V1.6 | 02/07/2011 |  |  | Revised to incorporate new LSP Automation and Comp Time payout |
| V1.7 | 03/12/2011 |  |  | Revised to incorporate new updates to the SOP |
| V1.8 | 05/20/2011 |  |  | Revised to include more detail |
| V2.0 | 12/30/2014 | Mike Mitchell | Various | Revised to comport with standard SOP format |
| V3.0 | 10/30/2015  9/19/2019 | G. Whitehurst  Omar Almoualem | Section 4  All | Revised to clarify steps.  Updated branding and date |

# Appendix A – Process Map – Current Payroll Action Processing Flow (SOP PAY-021)





# Appendix B – Acronyms

|  |  |
| --- | --- |
| **Acronym** | **Definition** |
| DHS | Department of Homeland Security |
| EML | Emergency Military Leave |
| GFE | Government Furnished Equipment |
| GFI | Government Furnished Information |
| HR | Human Resources |
| HRSC | Human Resources Service Center |
| IOP | Internal Operating Procedure |
| NFC | National Finance Center |
| PII | Personally Identifiable Information |
| RDO | Regular Days Off |
| SOP | Standard Operating Procedure |
| SOW | Statement of Work |
| SR | Service Request |
| SSN | Social Security Number |
| T&A | Time and Attendance |
| TOD | Tour of Duty |
| TSA | Transportation Security Administration |