



## HRO Guidelines for Title 32 Title 5 Employee's ATAAPS Timecard (Hurricane Dorian)

The following guidelines are to assist National Guard T32/T5 employees with preparing or submitting timecards for the pay 1-14 September 2019. During this pay period, some T32/T5 employees will be using Administrative leave or placed on State Active Duty (SAD) due to Hurricane Dorian. Additionally, other employees will be placed on SAD, requiring them to be in an appropriate leave status during SAD. These guidelines are from National Guard TPR, OPM handbooks, and other official policy:

- In the event that T32/T5 employees are unable to prepare or submit their timecard thru the ATAAPS timecard processes/timeline, Supervisors/Managers/Time Keepers should submit a timecard for the employee reflecting the employee in a Regular (Pay Code "RG") pay status. As soon as the employee returns to normal duties, a corrected timecard must be submitted to reflect the correct leave status during this pay period.
- T32/T5 employees who are required to work on a holiday (approved NORMAL work schedule) are entitled to "Holiday Premium" pay for each hours of work. Employees are entitled to maximum of 8/9/10 hours of holiday premium pay depending on their work schedule. To code the time for "Holiday Premium" pay you will need to insert a row and type hour "HG" and insert total of hours worked.
- T32/T5 employees in counties impacted by Hurricane Dorian that were authorized by The Adjutant General to use Administrative leave for any period of time between 1-14 September 2019 will used Administrative leave (Pay Code "LN") for any or all of the days when they were released by their supervisor from work. Example: an employee released from work at 1200 on 2 Sep, will reflect regular ("RG") hours worked from the start of duty day until 1200, and then reflect Admin Leave ("LN") for 1200 until the end of the work day. Documenting the "Weather and Safety leave in ATAAPS is fairly easy. Create a leave request using the leave code "LN" (Administrative Leave) and then select from the reason code drop-down menu "PS" for weather and safety leave.
- T32/T5 employees who has previously submitted leave for non-storm related activities during the period covered by Administrative leave will continue in the leave status previously submitted. Example, an employee was on Annual Leave for 2-3 Sep for vacation will remain in Annual Leave despite the Admin leave.
- T32/T5 employees placed on SAD must take leave from their T32/T5 fulltime duties while on SAD. Military Leave ("LM"), Sick Leave ("LS"), or Admin Absence ("LN") are NOT approved leave status for performing SAD. Additionally, Excused Absence or Admin Leave is NOT an approved leave status for SAD. T32/T5 employees may use combinations of Annual Leave ("LA"), Comp Taken ("CT"), or Leave With-out Pay (LWOP "KA") during the days in which they served on SAD. (NOTE: Some documents state Military Leave for SAD is allowed; however, this is specifically talking Law Enforcement Leave ("LL") discussed below).
- Law Enforcement Leave is allowed for SAD; however, there are many caveats to using Law Enforcement Leave that Federal employees should understand before they elect Law Enforcement Leave. Under some circumstances, federal employees will have delayed pay or must re-pay money as the law enforcement leave is processed and settled over several weeks. **WARNING: LAW ENFORCEMENT LEAVE MAY CAUSE PAY ISSUES AS IT IS PROCESSED AND PAID, OR MAY CAUSE ISSUES TO FEDERAL/STATE TAXES BEING PAID TWICE OR TO FEDERAL EMPLOYEE HEALTH PROGRAM.** Law Enforcement Leave is processed after the fact, and employee must be in a Leave Status until SAD pay is processed; accordingly, for timecards, employee electing Law Enforcement Leave should be coded as ("KG" – Military Furlough – LWOP), and once SAD is paid, the employee will then submit corrected timecard for Law Enforcement Leave ("LL") with all required documentation. All SAD pay and benefits will then be credited against your normal employee pay, and the balance of funds will be paid to employee or incurred as a debt for the employee to repay.
- Law Enforcement Leave is only available to permanent or temp-indefinite employees. Temporary employees are not entitle to use Law Enforcement Leave.