Welcome to the 1st edition of Leave & Compensations Timekeeper Tips. These tips will be sent out to all timekeepers on a quarterly basis. The idea behind this is to provide information or tips on frequently asked questions that Leave & Compensation receives.

In addition, these tips will be added to our website (https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Leave_Compensation_Team) under "Related Links" for future reference.

Have you ever wondered who you should contact within Leave & Compensation with questions? Below is the breakdown of Leave & Compensation responsibilities.

Pay Technician Responsibilities

- Answer questions from employees about Earnings & Leave Statements and W-2's. Also provides Earnings & Leave Statements and W-2's when requested.
- Process leave audits for current employees and answer questions from timekeepers on how to complete leave audits.
- Assist employees who did not receive their paychecks.
- Completes pay adjustments.
- Send bills to employees, answer preliminary questions about the bills.
- T&A Payroll Cycle – Answering questions from employees, timekeeper and supervisors about completing timesheets in webTA. Pulling the missing T&A reports each pay period and contacting employees, timekeeper and supervisors to get the T&A's submitted.
- Garnishments – Processing garnishments received for employees. Answering questions about garnishments.

Specialist Responsibilities

- Processes waiver requests when an employee receives a salary overpayment.
- Answers policy questions from employees, supervisors and timekeepers about Leave, Tours of Duty and Premium Pay.
- Administers the Leave Transfer Program.
- Answers questions about military leave and processes reservist differential payments.
- Also answers questions from employees, timekeepers and supervisors about completing timesheets in webTA.
- Provides guidance/assistance to Civilian Pay Technician for more complex pay and leave issues/errors.

Earning and Leave Statements (ELS')

Did you know that you can access your ELS from your Employee Personal Page (EPP). In addition to that you can access a lot more. The National Finance Center (NFC) has changed their access to allow employees with non-government email address to access EPP. Employees are encouraged to check their ELS' on a regular basis to ensure the accuracy of their paycheck.

If an employee has trouble logging into their EPP they can contact their servicing Processing Assistant.

To view a demo on how to access this site click here.

Leave Audit Tips

- What form should I use?
  - HRO-717 form
- Include the employee's full legal name:
  - No Nicknames
  - Include suffixes (i.e. Jr, II)
- Include the last 4 digits of the employee's SSN.
- Verify that the leave audit reflects the correct leave year.
- When completing the leave audit please be sure that you are using ¼ hour increments; e.g. 0.25, 0.50 and 0.75 and not the 15 minute increments that webTA uses.
- Make sure the leave audit is completed through the current pay period worked.
- Sign and date the leave audit.
- Completed leave audits should be sent to the shared mailbox (HR.Leave.Audits@usda.gov) for processing. When the leave audit has processed you will receive confirmation.