

## TIMEKEEPER INSTRUCTIONS ON TIME OFF AWARDS (updated 7/2020 and 2/2024)

### 1. One of my employees has notified me that he/she has received a Time Off Award. As the timekeeper, do I need to enter the hours into the Time and Attendance System (webTA)?

No, once the Time Off Award has been processed through EmpowHR these hours will automatically be added into WebTA after payroll is complete for the effective pay period.

### 2. How does the employee request to use the Time Off Award hours?

The employee will need to submit a leave request to his/her supervisor to use the Time Off Award. Employees without access to webTA should follow their supervisors' current procedures for requesting leave. One option is to request leave by submitting an application, such as the form OPM-71, "Request for Leave or Approved Absence." The form OPM-71 may be found by clicking on the following link: [http://www.opm.gov/FORMS/PDF\\_FILL/opm71.pdf](http://www.opm.gov/FORMS/PDF_FILL/opm71.pdf). For those employees who have access to webTA, and use it to request leave, the transaction code for using the Time Off Award in webTA is "66 – Time Off/Incentive Award."

### 3. How long does an employee have to use a Time Off Award?

Employees may carry over up to 80 hours of TOA at the end of each leave year. Any hours in excess of 80 are forfeited and may not be restored or otherwise substituted.

### 4. What happens to the Time Off Award if an employee separates or transfers to another Agency?

As permitted by USDA policy:

If an employee...	then...
reassigns within USDA from one mission area, agency, or staff office to another	the gaining Mission Area, agency, or staff office will honor an unused TOA granted by the employee's losing agency.
transfers into AMS or APHIS from another Federal Department or independent Federal agency	AMS & APHIS will honor unused TOAs for employees coming to USDA from other Federal Departments or independent agencies; in line with Departmental policy that TOAs are granted in increments of no less than one hour, AMS & APHIS will transfer the entire amount (but not more than 40 hours) and fractions of an hour will be rounded down (e.g., 20.5 hours will be transferred in as 20 hours).  HRO has established a process to ensure this is done routinely.
transfers outside USDA	unused TOAs are not transferrable outside USDA, unless the employee makes a special arrangement with the gaining agency to honor the TOA granted by the employee's USDA agency.

separates from Federal service	unused Time Off Award hours will be forfeited. The TOA may not be converted to a monetary payment or other form of compensation under any circumstances.
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