

PROCEDURES FOR MAINTAINING COMPENSATORY TIME FOR TRAVEL

OPM has announced new rules mandated by provisions of the Federal Workforce Flexibility Act of 2004 that authorize the accrual and usage of a new compensatory time category for time spent for travel during uncompensated, non-work hours. The new rules were effective 28 January 2005.

Official travel status is defined as the time an employee actually spends traveling between the official duty station and a temporary duty station. Essentially, the policy permits federal employees to earn compensatory travel time for in-route travel time for official travel that occurs on a weekend or an evening after work hours.

Employees must use the compensatory time for travel within 26 pay periods (52 weeks) or the compensatory time for travel is forfeited.

Until the Defense Civilian Pay System (DCPS) and the time and attendance (T&A) systems implement necessary system changes, supervisors/timekeepers need to manually track the new compensatory time for travel. DCPS and the T&A systems will be programmed to accept new codes sometime later this year. (The current DCPS implementation date is projected to be June 2005.) The two new DCPS codes for compensatory time for travel are:

CB for earned travel compensatory time

CF for used travel compensatory time

Until DCPS and the T&A systems have been programmed with this change, DO NOT record in DCPS using the current DCPS codes of (CT) for compensatory time earned and (CU) for compensatory time used as a substitute for the new compensatory time for travel.

The supervisors/timekeepers need to manually track both the credited and used compensatory time for travel. This may be done using a spreadsheet. The information to be maintained for each employee should include: the pay period ending dates; the date and number of hours of travel compensatory time earned; the date and number of hours of travel compensatory time used; and the ending balance. The pay period ending date is important in order to establish a forfeiture date.

For active duty military in a leave without pay status or those employees paid by the Office of Workmen's Compensation due to an on-the-job injury, the compensatory time for travel balance must be retained to restore it upon the employees return to duty.

If the employee separates during this interim period, the spreadsheet data containing the dates and number of hours for the separating employee must be forwarded to the payroll office for manual posting to the employee's SF 1150.

Once the DCPS release is implemented and the T&A systems have been modified, adjusted T&A must be submitted. The retroactive T&A adjustments will be processed to update compensatory time earned, compensatory time used, and to compute the compensatory time balances (including the appropriate date of forfeiture).