

ATAAPS Time Coding Guide

Regular Hours

RF – Regular 1st (Ungraded)

RG - Regular (Graded)

RS - Regular 2nd (Ungraded)

RT – Regular 3rd (Ungraded)

^TS – Situational Telework

^TW – Telework Regular

^TM – Telework Medical

Leave Hours - Paid

LA - Annual Leave

LB- Advanced Annual Leave

*LC - Court Leave

LF - Forced Annual Leave

LG - Advanced Sick Leave

LH - Holiday Leave

*LL-Law Enforcement Leave

*LM - Military Leave

LN - Administrative Leave

^ PH- Preventive Health

^ PF- Physical Fitness

^ PS- Weather & Safety

LV – Excused Absence

LS - Sick Leave

*LT - Injury Leave

*LU - Date of Injury

LX – Non-work, Paid

LY - Time off Award

Leave Hours - Nonpaid

KA – LWOP

*KB - Suspension

KC - AWOL

KD - OWCP

KE - Furlough

*KG - Military Furlough

Usage

Straight time pay for ungraded employees who work first shift

Straight time pay for graded employees regardless of scheduled hours worked

Straight time + 7.5% differential-ungraded employees who work second shift

Straight time + 10% differential-ungraded employees who work third shift

Authorized with supervisor approval & has signed telework agreement

^ **Indicates sub-code under NtDiff/Haz/Oth**

^ Leave request required for hours claimed

^ Leave earned that is available for use by all permanent, indefinite employees, and temporary employees who are appointed to positions in excess of 90 days.

^ Used if an activity has approved advanced annual leave (prior approval and processing by HRO for entitlement)

^ Paid leave for Jury duty (Documentation requirements)

^ Annual leave that is directed to be taken by management – MFR required for non-concurrence if member refuses

^ Used if an activity has approved advanced sick leave (prior approval and processing by HRO for entitlement)

Paid leave for designated Federal Holidays

^ Contact respective finance office before using

^ Special category of military leave- specific guidance required when used

^ (Up to 4 hours per year, must have less than 80 hours of sick leave balance. **Ex:** Adult preventive care visits, all recommended childhood immunizations, well child care, and preventative screenings)

^ Authorized when TAG has designated

^ Presidential Leave, Voting, Blood Donation, Emergency Situations, Funeral Honors Duty, Employee Assistance Program (EAP – 1st visit)

^ Leave taken in conjunction with being sick or for use with a medical appointment

^ Absence due to a traumatic injury covered by Continuation of Pay (COP) (in conjunction with LU)

^ Hours of non-work due to traumatic injury (Not to be used after date of injury)

Day of death – Coordinate with HRO and Finance

^ Leave given in lieu of cash award

^ Leave without Pay

^ Administrative suspension processed through HRO

Absence With Out Leave - used for periods of unauthorized absence

^ Non-pay status due to receiving compensation from the Office of Worker's Compensation Programs

^ Lack of Work

^ Non-pay hours in conjunction with performing military duty

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Compensatory Hours

*CB - Travel Comp Time

*CE - Comp Time Earned

CF- Travel Comp Time Used

CT - Comp Time Taken

Sunday Premium

SF - Sunday Pay

SG- Sunday Pay

SS - Sunday Pay

ST - Sunday Pay

Holiday Hours

*HF - Holiday Pay

*HG - Holiday Pay

*HS - Holiday Pay

*HT - Holiday Pay

*HC - Holiday Call Back

Family Friendly Leave Codes

DE-Family
Care/Bereavement

DF - Adoption

Family Medical Leave

DA - Childcare

DB - Adoption

DC - Care of Dependent DD -
Health Condition

Paid Parental Leave

LN with appropriate subcode:

DG - Birth

DH - Adoption

DI - Foster Care

SAD- State Active Duty

*LS-Disabled Veteran Leave

\$ Time spent by an employee in a travel status away from the official duty station. Additional AF Form 428/NGB 46-14 required.

\$ Hours worked as overtime that are entered in to be used at a later time as comp time off Additional AF Form 428/NGB 46-14 required.

^ Comp Time off in lieu of payment for an equal number of hours worked ^

Comp Time off in lieu of payment for an equal number of hours worked

Pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday

Pay for a full-time graded employee when Sunday is a regularly scheduled workday during the administrative work week

Pay for full-time ungraded second shift employees (including shift differential) when Sunday is a regularly scheduled workday

Pay for full-time ungraded third shift employees (including shift differential) when Sunday is a regularly scheduled workday

AF Form 428/NGB 46-14 required; must route through Finance prior

Pay for ungraded first shift employees who work on the holiday

Pay for graded employees who work on the holiday

Pay for ungraded second shift employees who work on the holiday, plus shift differential

Pay for ungraded third shift employees who work on the holiday, plus shift differential

^ Reported on the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)

Sick Leave taken to provide care for a family member, make necessary arrangements for the death of a family member, or attend the funeral of a family member

Sick Leave taken for the purposes relating to the adoption of a child

^ Requires prior Authorization through HRO - Reported in the HZ/OTH field for applicable type hour leave codes (LS, LA, LB, LG, KA, CT)

Birth of son/daughter or care of newborn

Adoption or Foster Care

Care of spouse, son daughter, or parent with a serious health condition

Serious Health condition of an employee

^ Requires prior Authorization through HRO

Seek guidance to coordinate proper time coding

^ PW – Veteran with a service-connected disability rating of 30% or more may use in place of sick leave for undergoing medical treatment connected to the service disability (see HRO/Finance for guidance)

Key

Graded = GS

Ungraded = WG, WS

^ Leave Request

\$ Premium Request

* Documentation Required