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## **TIMESHEET GUIDANCE FOR USDA EMPLOYEES DETAILED TO HEALTH AND HUMAN SERVICES IN SUPPORT OF THE UNACCOMPANIED CHILDREN PROGRAM**

This document was developed to assist employees who have been detailed to Health and Human Services (HHS) to care for and place unaccompanied children who have entered the United States via the southern border. The document provides answers to the most frequently asked questions, including general guidance on premium pay and coding timesheets.

USDA is supporting the HHS Unaccompanied Children Program by detailing volunteers to this important mission. The presence of unaccompanied children at the southern border has given rise to an unusual set of circumstances that requires use of volunteers from other agencies, in addition to HHS, to assist with the urgent needs being addressed under the HHS Unaccompanied Children Program. The Program provides a safe and appropriate environment to children and youth who enter the United States without immigration status and without a parent or legal guardian who can provide for their physical and mental well-being.

Employees may be asked to work long shifts, at night and on weekends, working a considerable amount of overtime. Many employees may not be familiar with timesheet coding under these circumstances. The Frequently Asked Questions were developed to provide basic information while referring employees to their home offices for more in-depth guidance.

Please contact your home office if additional assistance is needed.

## **TIME AND ATTENDANCE GUIDANCE FOR HHS DETAIL TO SUPPORT UNACCOMPANIED CHILDREN PROGRAM**

### **FREQUENTLY ASKED QUESTIONS**

#### ***Work Schedule***

##### ***1. What will my workdays and work hours be while deployed?***

When you arrive, you will probably be assigned to a 12-hour day shift (7:00 a.m. to 7:00 p.m.) or a 12-hour night shift (7:00 p.m. to 7:00 a.m.) and you will probably be assigned to a maxiflex, standard, or 1<sup>st</sup>-40 work schedule. Pay entitlements for your 12-hour shift will be based on your work schedule. You will still record your time in WebTA or Paycheck8.

If your detail begins in the middle of a pay period, charge work performed at your home unit to your regular accounting codes. Beginning on the first day of your detail (travel day), select the accounting code for the HHS detail and continue to use that code for the duration of your detail. Once the detail has concluded (workday after return travel), resume using your regular accounting codes at your home unit.

The guidance provided in this guide is based on a maxiflex work schedule, with a 12-hour scheduled shift, including regularly scheduled overtime hours. Please contact your home unit for guidance if your specific circumstances are different (i.e., working hours are determined on a day-to-day basis with irregular or occasional overtime hours, etc.).

##### ***2. How do I keep track of my time?***

You will be required to sign in and out of the facility each day before and after your shift. While on detail, you are responsible to track and verify the hours worked with both your HHS supervisor and your home unit. This includes all premium pay hours, e.g., overtime, night differential, Sunday differential, etc. Remember to submit your timesheet in a timely manner either through WebTA or Paycheck8 to ensure timely salary payments.

#### **TRAVEL**

##### ***3. How do I code my timesheet when I travel to Dallas for the orientation or when I travel to my deployment site?***

If you travel on a regular workday during your normal work hours, then the time is coded as regular time. If you travel on a non-workday or outside your normal work hours to this administratively controlled event, then the time is coded as travel comp. If you are a nonexempt employee and travel on your non-workday during the hours that correspond to your normal work hours, then the time is coded as overtime.

- For example, an exempt employee's normal workdays are Monday through Friday, but the employee traveled on Sunday (non-workday) to attend orientation on Monday in Dallas.
  - Employee left their home at 8:00 a.m. to catch a 10:30 a.m. flight.
  - Airport is within a 50-mile radius of the official duty station.
  - Usual wait time is 90 minutes for a domestic flight.
  - Employee has a 1-hour layover.
  - Employee arrives at the hotel at 3:00 p.m.

<b>Time</b>	<b>Transaction Codes</b>	<b>Hours</b>	<b>Remarks</b>
9:00 a.m. to 3:00 p.m.	32-Comp Time/Travel Worked (Paycheck8: PC-78 + TC-32)	6	<ul style="list-style-type: none"> <li>• Since the airport is within a 50-mile radius of the official duty station, travel time begins at 9:00 a.m. (arriving at the airport 1 ½ hours before the flight). If more than a 50-mile radius, deduct normal home-to-work travel from total travel time.</li> <li>• Time in a travel status ends when the employee arrives at the temporary lodging.</li> </ul>
<b>Total</b>		<b>6</b>	

- For example, a nonexempt employee's normal workdays are Sunday through Thursday, and normal work hours are 7:00 a.m. to 3:30 p.m. The employee travels on Saturday (non-workday) from 1:00 p.m. to 5:30 p.m. to attend orientation on Sunday in Dallas.
  - Flight is scheduled to depart at 1:00 p.m. and the airport is 75 miles from the official duty station. Normal home-to-work travel is 30 minutes.
  - Employee left their home at 10:00 a.m. to catch a 1:00 p.m. flight.
  - Employee arrives at the hotel at 5:30 p.m.

<b>Time</b>	<b>Transaction Codes</b>	<b>Hours</b>	<b>Remarks</b>
10:30 a.m. to 3:30 pm	21-Over 40 Overtime	5	<ul style="list-style-type: none"> <li>• Deduct home-to-work travel. Time begins at 10:30.</li> <li>• Time spent traveling within the hours that correspond to a nonexempt employee's normal work hours on a non-workday are coded as overtime.</li> </ul>
3:30 p.m. to 5:30 p.m.	32-Comp Time/Travel Worked (Paycheck8: PC-78 + TC-32)	2	<ul style="list-style-type: none"> <li>• Time spent traveling outside normal work hours on a non-workday are coded as travel comp.</li> <li>• Time in a travel status ends when the employee arrives at the temporary lodging.</li> </ul>
<b>Total</b>		<b>7</b>	

**4. I've completed orientation and have been deployed to my facility site and am staying in a hotel. When does my time start, when I depart from the hotel or when I arrive at the facility?**

Travel from temporary lodging to a worksite that is within a 50-mile radius of the temporary lodging is considered home-to-work travel and is not paid unless you are performing substantial work while commuting. You do not deduct home-to-work travel when the commute from the hotel to the temporary duty station is outside the 50-mile radius.

- For example, you work the night shift and are scheduled to work 7:00 p.m. to 7:00 a.m. (no lunch break). Your hotel is 5 miles away from the facility and you leave the hotel at 6:45 to arrive at the facility to begin your shift at 7:00 p.m. Time begins at 7:00 p.m.:

Day	Time	Transaction Code	Hours
Wednesday	7:00 p.m. to 12:00 a.m.	01 - Regular Base Pay	5
Thursday	12:00 a.m. to 3:00 a.m.	01 - Regular Base Pay	3
	3:00 a.m. to 6:00 a.m.	25 - Over 40 OT w/Night Diff.	3
	6:00 a.m. to 7 a.m.	21 - Over 40 Overtime	1
<b>Total</b>			<b>12</b>

## **OVERTIME**

**5. When am I eligible for overtime?**

Your assigned work schedule (e.g., maxiflex, standard, 1<sup>st</sup>-40) and your FLSA status will determine your premium pay entitlements. Contact your home office for timesheet coding questions.

If you have been assigned to a 12-hour shift under a maxiflex schedule, you are eligible for overtime for hours of work in excess of 8 hours in a day or 40 hours in a week which are officially ordered in advance by management.

- For example, you are assigned to the day shift working 7:00 a.m. to 7:00 p.m., but your replacement was late, and you supervisor told you to work until 10:00 p.m.:

Time	Transaction Code	Hours	Remarks
7:00 a.m. to 11:00 a.m.	01 - Regular Base Pay	4	
11:30 a.m. to 3:30 p.m.	01 - Regular Base Pay	4	Remember to deduct a meal period if relieved from duty.
3:30 p.m. to 6:00 p.m.	21 - Over 40 Overtime	2.5	
6:00 p.m. to 7:00 p.m.	25 - Over 40 OT w/Night Diff.	1	Overtime with night differential for regularly scheduled overtime hours worked at night.
7:00 p.m. to 10:00 p.m.	21 - Over 40 Overtime	3	The overtime hours worked after 7:00 p.m. are irregular overtime hours. Overtime with night differential may only be paid for regularly scheduled overtime hours worked at night.
<b>Total</b>		<b>14.5</b>	

**6. Can I earn compensatory time off instead of overtime or credit hours while I'm on detail to HHS?**

**No.** You may not charge credit hours or compensatory time off in-lieu of overtime pay while on detail to HHS. Hours of work approved in advance over 8 hours in a day or 40 hours in a week are compensated as overtime.

**7. My schedule is the day shift (7:00 a.m. to 7:00 p.m.) Monday through Friday, but I've worked 13 days straight, I was told to report ½ early for the shift change, and I never got a lunch break. How do I code my timesheet?**

	Mon	Tue	Wed	Th	Fri	Sat	W 1	Sun	Mon	Tue	Wed	Th	Fri	Sat	Wk 2
Time In	6:30	6:30	6:30	6:30	6:30	6:30		6:30	6:30	6:30	6:30	6:30	6:30	6:30	
Time Out	7:00	7:00	7:00	7:00	7:00	7:00		7:00	7:00	7:00	7:00	7:00	7:00	7:00	
Meal	0	0	0	0	0	0		0	0	0	0	0	0	0	
TC															
TC-01	8	8	8	8	8		40		8	8	8	8	8		40
TC-21	3.30	3.30	3.30	3.30	3.30	11.30	29	11.30	3.30	3.30	3.30	3.30	3.30	11.30	40.30
TC-25	1	1	1	1	1	1	6	1	1	1	1	1	1	1	7
Total	12.30	12.30	12.30	12.30	12.30	12.30	75	12.30	12.30	12.30	12.30	12.30	12.30	12.30	87.30

**8. How do I ensure I have been paid correctly for all hours worked, including overtime?**

With access to a computer, you may review your Leave and Earnings Statement. If you do not have access to a computer, contact your home office and they will be able to assist you.

**MEAL PERIODS**

**9. How do I code my timesheet if I was directed to work through my lunch break?**

USDA employees are required to take a minimum 30-minute off duty unpaid meal break roughly halfway through their schedule. However, if your supervisor directs you to work through your meal period, you are compensated at the appropriate rate.

- For example, you are assigned to the day shift working 7:00 a.m. to 7:00 p.m., but you were directed by your supervisor to bring your own food and eat with the children because they do not have sufficient staff to provide a lunch break relief:

Time	Transaction Code	Hours
7:00 a.m. to 3:00 p.m.	01-Regular Base Pay	8
3:00 p.m. to 6:00 p.m.	21-Over 40 Overtime	3
6:00 p.m. to 7:00 p.m.	25-Over 40 OT w/Night Diff.	1
	<b>Total</b>	<b>12</b>

## ***NIGHT PAY***

### ***10. When am I eligible for night pay?***

Night pay (10% more pay) is paid for all hours directed to work between 6:00 p.m. and 6:00 a.m.

- **Night Shift.** For example, you were assigned to the night shift, working 7:00 p.m. to 7:00 a.m.:

<b>Day</b>	<b>Time</b>	<b>Transaction Code</b>	<b>Hours</b>
Monday	7:00 p.m. to 11:30 p.m.	11 - Base w/Night Diff.	4.5
Tuesday	12:00 a.m. to 3:30 a.m.	11 - Base w/Night Diff.	3.5
	3:30 a.m. to 6:00 a.m.	25 - Over 40 OT w/Night Diff.	2.5
	6:00 a.m. to 7:00 a.m.	21 - Over 40 Overtime	1
<b>Total</b>			<b>11.5</b>

- **Day Shift.** For example, you were assigned to the day shift, working 7:00 a.m. to 7:00 p.m., but your supervisor told you to work until 7:30 p.m. each night to brief your replacement:

<b>Time</b>	<b>Transaction Code</b>	<b>Hours</b>
7:00 a.m. to 11:00 a.m.	01 - Regular Base Pay	4
11:30 a.m. to 3:30 p.m.	11 - Base w/Night Diff.	4
3:30 p.m. to 6:00 p.m.	21 - Over 40 Overtime	2.5
6:00 p.m. to 7:30 p.m.	25 - Over 40 OT w/Night Diff.	1.5
<b>Total</b>		<b>12</b>

### ***11. Is it possible for my shift to change within the same workweek?***

Yes, it may occur. If HHS changes your shift from the day shift to night shift, or vice versa, you will be afforded at least one day off in-between shift changes. Notify your home office of the change to ensure proper timesheet coding.

- For example, you were assigned the night shift working 7:00 p.m. to 7:00 a.m. and worked three days in the workweek. That night, your supervisor told you to take the next two days off and then you would be assigned to the day shift:

	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Th</b>	<b>Fri</b>	<b>Sat</b>	<b>Wk 1</b>
Time In	7:00p	7:00p	7:00p			7:00a	7:00a	
Time Out	7:00a	7:00a	7:00a			7:00p	7:00p	
Meal	30	30	30			30	30	
<b>TC</b>								
TC-01		8	8			8	8	<b>32</b>
TC-04	8							<b>8</b>
TC-21	1	1	1			3	3	<b>9</b>
TC-25	3	3	3			1	1	<b>11</b>
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>			<b>12</b>	<b>12</b>	<b>60</b>

**12. I'm a wage grade employee and regularly scheduled to work at nights at my home unit. Will I continue to receive night-shift differential while on the HHS detail?**

Yes. A Federal Wage System employee regularly assigned to a:

1. Day shift who is temporarily assigned to a night shift is paid the night shift differential.
2. Night shift continues to receive their regular night shift differential when temporarily assigned to a day shift (including a temporary detail for training purposes) or to a night shift having a lower night shift differential.
3. Night shift who is temporarily assigned to another shift having a higher differential, is paid the higher differential if a majority of the employee's regularly scheduled non-overtime hours of work fall within hours having the higher differential.

## **SUNDAY PAY**

**13. When am I eligible for Sunday differential?**

Sunday differential (25% more pay) is paid when Sunday is a part of your regularly scheduled administrative workweek. If any part of your schedule falls on a Sunday, you receive Sunday differential, up to 8 hours.

*Note: When you have two separate tours on a Sunday, you receive up to 8 hours of Sunday pay for each tour.*

- For example, you received a set schedule to work Thursday through Monday from 7:00 p.m. to 7:00 a.m., and Tuesday and Wednesday are your non-workdays:

<b>Day</b>	<b>Time</b>	<b>Transaction Code</b>	<b>Hours</b>
Saturday (5/8)	7:00 p.m. to 12:00 a.m.	05 - Sunday w/Night Diff.	5
Sunday (5/9)	12:30 a.m. to 3:30 a.m.	05 - Sunday w/Night Diff.	3
	3:30 a.m. to 6:00 a.m.	25 - Over 40 OT w/Night Diff.	2.5
	6:00 a.m. to 7:00 a.m.	21 - Over 40 Overtime	1
		<b>First Tour Total</b>	<b>11.5</b>
Sunday (5/9)	7:00 p.m. to 12:00 a.m.	05 - Sunday w/Night Diff.	5
Monday (5/10)	12:30 a.m. to 3:30 a.m.	05 - Sunday w/Night Diff.	3
	3:30 a.m. to 6:00 a.m.	25 - Over 40 OT w/Night Diff.	2.5
	6:00 a.m. to 7:00 a.m.	21 - Over 40 Overtime	1
		<b>Second Tour Total</b>	<b>11.5</b>

**14. Sunday is my non-workday, but I was directed to work a 12-hour shift on Sunday. How do I code my timesheet?**

If Sunday is your non-workday but you were directed by your HHS supervisor to work, you receive overtime hours. *Note: Sunday differential is not paid with overtime hours.*

- For example, your schedule is Tuesday through Saturday, Sunday is your non-workday, but you were directed to work on Sunday from 7:00 a.m. to 7:00 p.m., and you were directed to work through your meal period:

Day	Time	Transaction Code	Hours
Sunday	7:00 a.m. to 6:00 p.m.	21 – Over 40 Overtime	11
	6:00 p.m. to 7:00 p.m.	25-Over 40 OT w/Night Diff.	1
		<b>Total</b>	<b>12</b>

## **Leave**

### ***15. Is forfeited annual leave due to the HHS detail subject to restoration?***

Leave forfeiture rules continue to apply. HHS details occurring towards the end of the leave year may qualify for leave restoration. Contact your home office before the start of pay period 23, 2021, to discuss your specific situation, documentation requirements, and potential eligibility.

## **FLSA Status when Performing Emergency Work**

### ***16. What does FLSA mean?***

“FLSA” stands for the Fair Labor Standards Act. The actual duties you perform, which are documented in your position description, determine whether your position is nonexempt (covered by the FLSA) or exempt (not covered by the FLSA). Exemption status determines how you will be paid for certain work such as overtime. Your FLSA status is documented in Box 35 of your most recent SF-50 – Notification of Personnel Action.

### ***17. Does my FLSA status change while I’m performing emergency work?***

In certain emergency situations, you may be temporarily required to perform duties different from your regular duties and your FLSA status is determined on a week by week basis. (5 CFR 551.211(f))

Your FLSA status can change each week based on the position you occupy and the duties you perform during the emergency.

- **Exempt Employees:** You remain exempt for each week your primary duties (more than 50%) during the emergency are defined as exempt and you change your FLSA status to nonexempt for each week your primary duties are defined as nonexempt. Contact your servicing Human Resources Office for assistance.
- **Nonexempt Employees:** You remain nonexempt regardless of the position you occupy.

## **BIWEEKLY PREMIUM PAY CAP**

### ***18. Is there a limit to how much premium pay I can receive in a pay period?***

**Yes.** You may not earn more than the rate of a GS-15 step 10 or Level V of the Executive Schedule, whichever is more. This includes both your basic pay and premium pay.



In certain emergency or mission critical situations, the biweekly cap may be waived, and the annual premium pay cap may be applied instead. OPM has approved a [biweekly waiver](#) for employees detailed to HHS in support of the Unaccompanied Children Program.

USDA employees who serve under a detail in support of the Unaccompanied Children Program are authorized to waive the biweekly maximum premium pay earning limitation and apply the annual premium pay limitation instead. Employees are reminded to carefully monitor their Leave and Earnings Statement. Total earnings are still subject to the annual maximum premium pay limitation which is the rate of a GS-15 step 10 (including locality or special rate) or Level V of the Executive Schedule (\$161,700), whichever is greater for calendar year 2021. Employees who exceed the annual limitation will be billed for the overpayment as there is no provision in law which would allow a waiver of such overpayment.

A copy of the waiver must be maintained with the employee's Time and Attendance record for three years or after a Government Accountability Office audit, whichever comes first.

### ***19. How long is the biweekly waiver in effect?***

The biweekly premium pay cap waiver applies to any USDA employee who is detailed to HHS as part of the Unaccompanied Children Program from the first day of their assignment until their detail ends and they return to their home unit or resume their normal duties.

### ***20. What are the different premium pay caps?***

Visit [OPM's](#) website to find the premium pay earnings limitation for your locality pay table.

1. **Biweekly Premium Pay Cap:** Basic pay + premium pay earned in a pay period.
2. **Annual Premium Pay Cap:** Basic pay + premium pay earned in a calendar year.
3. **Aggregate Pay Cap:** Basic pay + premium pay + all other payments you receive in a calendar year.

## ***Administrative Leave***

### ***21. I attended orientation but it was a couple of days before I was deployed to my facility site. Can I receive administrative leave?***

After completion of orientation you should be deployed to your facility site. However, if you experience a delay between completion of orientation and when HHS deploys you to your facility site, and your home unit or HHS is unable to provide work for you to perform, you may be granted administrative leave until you are deployed.

### ***22. Can I receive paid time off to rest after I return from my detail?***

Agencies may grant up to 2 days of administrative leave once you have completed your HHS detail and have returned to your home unit. You must have served a minimum of 21 days on the HHS detail to receive administrative leave. The administrative leave must be used at the beginning of the first day you are expected to return to duty at your home unit and may not be used later. Contact your servicing Human Resources Office for guidance.