

For: FSA Employees

FY 2014 Rating-Based Performance Time Off Awards (TOA's)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

A performance management and awards program is critical to the success of any organization. Performance management should effectively differentiate between high and low performance, and the awards system should acknowledge and reward top performers with appropriate recognition.

B Purpose

This notice provides:

- supervisors with tools to recognize the workforce fairly and equitably for the level of performance
- FSA policy on:
 - FY 2014 performance rating-based TOA's for "Outstanding" and "Superior" ratings
 - the **requirement** for all employees to obtain a valid Employee Personal Page (EPP) password
- detailed procedures for issuing TOA's through EmpowHR and submitting TOA's to the timekeeper for entry within WebTA
- the effective date to begin processing 2014 TOA's.

Disposal Date	Distribution
June 1, 2015	All FSA employees; State Offices relay to County Offices

1 Overview (Continued)

C FSA's TOA Policy

TOA's are granted to employees in the form of time off from work **without** loss of pay or charge to leave. Full-time employees may:

- be granted up to 80 hours of time off during a leave year
- **not** be granted more than 40 hours for a single achievement.

TOA's **must** be scheduled and used within 26 pay periods from the effective date of processing. After the 26th pay period, any unused time off will be automatically forfeited and may **not** be restored or otherwise substituted.

Part-time employees or employees with uncommon tours of duty may be granted up to the average number of hours worked in a pay period or the employee's scheduled tour of duty. This figure should be prorated for part-time employees or employees with uncommon tours of duty.

D Coverage

TOA's:

- apply to all FSA Federal and non-Federal employees nationwide, including temporary employees under a performance plan
- do **not** apply to the following:
 - individuals in the Senior Executive Service
 - STC and COC members
 - individuals excluded from coverage by statute, OPM regulation, or Departmental determination, including SED's.

E TOA's and Transfer Between CO and GS

If an employee is transferred between the CO and GS systems and have unused TOA hours, TOA hours will be dropped by NFC. To restore TOA hours, SPO will process another TOA, in the amount of the unused hours, for the employee after their transfer is complete.

Note: SPO will **only** transfer another TOA if employee is transferring **within** FSA.

F Effective Date

The effective date to begin processing TOA's is **January 25, 2015**.

2 Performance Rating-Based TOA's

A General Information

According to 5-PM, rating-based TOA's are based on employee performance accomplishments over the course of the rating cycle, as documented on the employee's Rating of Record. All covered employees rated "Outstanding" and "Superior" **must** be given a rating-based TOA as recognition for their performance. Employees rated "Fully Successful" or below are **not** eligible for TOA's for FY 2014.

Note: All FY 2014 performance appraisals **must** be entered into NFC **before** processing FY 2014 performance TOA's. Managers **must** check with their State Office, or HRD for Federal employees, to ensure that the FY 2014 appraisal has been entered **before** entering TOA's for performance.

B Allocating Performance Rating-Based TOA's

Recommending and approving officials **must** ensure that meaningful distinctions are made when giving TOA's. Employees rated "Outstanding" **must** receive 2 times the amount of time off as employees rated "Superior". Allocation will be divided as follows:

- employees receiving "Outstanding" ratings shall be rewarded 40 hours of time off
- employees receiving "Superior" ratings shall be rewarded 20 hours of time off.

Note: Amount of hours may be reduced, if the award will exceed the 80-hour per leave year limitation.

3 Processing TOA's Using EmpowHR

A Recommendation Responsibilities

Only the supervisor may be the recommending official for a rating-based TOA. Recommending individuals using EmpowHR shall take the following steps to nominate an employee for TOA. See paragraph 4 for making recommendations **without** using EmpowHR.

Step	Action	
1	Prepare TOA recommendation in EmpowHR (Manager Self Service - Tasks - Awards).	
2	IF the recommendation...	THEN EmpowHR forwards TOA recommendation...
	is within supervisor's approval authority (up to 10 hours' time off)	directly to SPO for processing.
	exceeds supervisor's approval authority (10 or more hours)	<ul style="list-style-type: none"> • to the supervisor's supervisor for approval • to SPO for processing after approval.

3 Processing TOA's Using EmpowHR (Continued)

B Supervisor Review and Approval or Disapproval

After receiving notification from the approving official:

- the recipient's supervisor shall inform the employee of the decision
- SPO will notify the supervisor after TOA is approved. The supervisor will notify the employee of TOA and let the employee know TOA will be reflected on their EPP (Exhibit 1).

C Approval Official Responsibilities

The approving official shall review TOA recommendation and make 1 of the following decisions.

IF approving official...	THEN...
approves the recommendation	<ul style="list-style-type: none"> • EmpowHR forwards recommendation to SPO for processing • notify, verbally or by e-mail, the recipient's supervisor and recommending individual of action.
modifies and approves the recommendation	<ul style="list-style-type: none"> • note changes • EmpowHR forwards recommendation to SPO for processing • notify, verbally or by e-mail, the recipient's supervisor and recommending individual of action.
disapproves the recommendation	<ul style="list-style-type: none"> • EmpowHR forwards recommendation to SPO where it will be canceled • notify, verbally or by e-mail, the approving official.

4 Processing TOA's Not Using EmpowHR and Contacts

A Recommendation Responsibilities

The recommending individual shall take the following steps to nominate an employee for TOA.

Step	Action
1	Prepare TOA recommendation on AD-287-2.
2	If recommending for a rating-based TOA, use the writeup accompanying the rating.
3	Sign AD-287-2.
4	Forward AD-287-2 and all supporting documents to the recipient's supervisor.

4 Processing TOA's Not Using EmpowHR and Contacts (Continued)

A Recommendation Responsibilities (Continued)

After receiving notification that TOA has been approved from the approving official:

- inform the employee of the decision
- let the employee know TOA will show up on their EPP after SPO processing.

B Contacts About TOA's

If there are questions about processing TOA's, contact the appropriate SPO as follows.

IF supervisor is located in...	THEN contact...
Washington, DC	Debbie Lee, HRD, Employee/Labor Relations and Benefit Branch (ELRBB), Benefits and Performance Management Section (BAPMS), by either of the following: <ul style="list-style-type: none"> • e-mail to debbie.lee@kcc.usda.gov • telephone at 816-823-3997.
other than Washington, DC, or State or County Office	either of the following in HRD, ELRBB, BAPMS: <ul style="list-style-type: none"> • Dana Candler by either of the following: <ul style="list-style-type: none"> • e-mail to dana.candler@kcc.usda.gov • telephone at 816-926-6117 • Kedra Watts by either of the following: <ul style="list-style-type: none"> • e-mail to kedra.watts@wdc.usda.gov • telephone at 202-401-0678.
State and County Office	State Office, Administrative Branch or the SWA Regional Service Office, HR Team.

EPP**A Connecting to NFC's EPP**

To access EPP, go to <https://www.nfc.usda.gov/> and under “Application Launchpad”, CLICK “**My EPP**” icon. On the Employee Personal Page Warning Screen, read message and then CLICK “**I Agree**”.

On the Employee Personal Page Log In Screen, follow the directions to log into EPP using 1 of 3 options:

- enter user ID and password and CLICK “**Log In**”
- CLICK “**Not a Registered User? Signup Now**”
- CLICK “**eAuth Login**”.

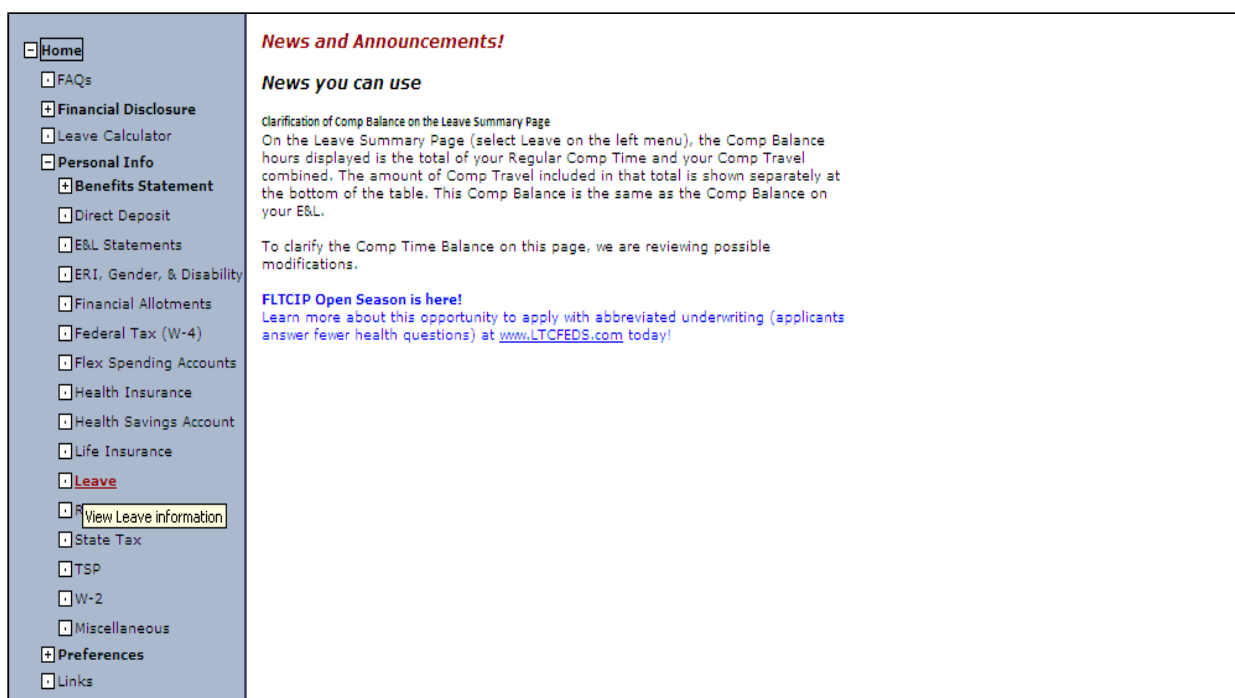
Note: For user ID or password assistance, contact EPP Help Desk directly, as follows:

- CLICK either “**Forgot Your User ID?**” or “**Forgot Your Password?**”
- e-mail osc.etix@usda.gov
- telephone toll free at 800-767-9641
- telephone at 504-426-6435.

B Viewing Leave Balances in EPP

To view TOA balances, under “Personal Info”, CLICK “**Leave**”.

Note: To ensure privacy, close all other tabs on the screen.



EPP (Continued)

B Viewing Leave Balances in EPP (Continued)

Print the page and give it to the timekeeper, along with a copy of SF-50, to be entered into WebTA.

Home

FAQs

Financial Disclosure

Leave Calculator

Personal Info

Benefits Statement

Direct Deposit

E&L Statements

ERI, Gender, & Disability

Financial Allotments

Federal Tax (W-4)

Flex Spending Accounts

Health Insurance

Health Savings Account

Life Insurance

Leave

ResView Leave information

State Tax

Leave Summary as of Pay Period 10 ending 5/21/2011.

	Prior Year Carry-Over	Accrued YTD	Used YTD	Balance	Used pp	PT Hours Unapplied Balance	Category	Max Carryover	Projected Use-or-Lose
Annual	112.00	60	41.50	130.50			6	240.00	
Sick	89.00	40	115.00	14.00	3.00				
Comp									
Home									
Shore									
Religious									
Credit				8.00					
Comp Travel									

Get answers to your leave questions from [OPM's Leave Program Fact Sheets Page](#).

Time-Off Awards

PP, Year Awarded	Hours Awarded	Hours Used	Balance
05, 2011	2	1	1
07, 2011	2	0	2
11, 2011	4	0	4