

For: All FSA Supervisors

FY 2012 Rating-Based Performance Time Off Awards (TOA's)

Approved by: Acting 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 performance levels, and the awards system should acknowledge and reward top performers with appropriate recognition.

Because of FSA budgetary constraints in FY 2013, monetary awards will **not** be provided for FY 2012 rating-based awards, including Quality Step Increases. Instead, FSA will grant TOA's for employees who have received "Outstanding" and "Superior" performance ratings during FY 2012. The rating period is October 1, 2011, through September 30, 2012.

B Purpose

This notice provides:

- supervisors with the tools to recognize the workforce fairly and equitably for the level of performance
- FSA policy on:
 - FY 2012 rating-based performance 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 FY 2012 TOA's.

Disposal Date	Distribution
March 1, 2013	All FSA supervisors; State Offices relay to County Offices

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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 used within 26 pay periods (1 calendar year) from the EPP effective date.

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 these employees.

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 Transfers Between CO and GS

If an employee is transferred between the CO and GS systems and they 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 within 1 pay period of the PM Notice issue date or receipt of the TOA recommendation in EmpowHR, whichever is later.

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2 Rating-Based Performance TOA's

A General Information

According to 5-PM, rating-based awards 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 award as recognition for their performance. Employees rated "Fully Successful" or below are not eligible for TOA's for FY 2012.

B Allocating Rating-Based Performance 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 TOA will exceed the 80 hour per leave year limitation.

3 Processing TOA's Using EmpowHR

A Recommending 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 5 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	<ul style="list-style-type: none">• to the supervisor's supervisor for approval• to SPO for processing after approval.

B Supervisor Review and Approval/Disapproval

After receiving notification from the approving official, the recipient's supervisor shall:

- inform the employee of the decision
- if TOA was approved, let the employee know TOA will show up on their EPP after SPO processing (Exhibit 1).

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3 Processing TOA’s Using EmpowHR (Continued)

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 (either 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 (either 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 the first line supervisor by e-mail.

4 Processing TOA’s Not Using EmpowHR

A Recommending Individual 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.

B Approved TOA’s

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

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

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5 Additional Information

A Contacts for Notice Questions

If there are any questions about this notice, contact either of the following:

- Michael Braswell by either of the following:
 - e-mail to **michael.braswell@wdc.usda.gov**
 - telephone at 202-401-0392

- Kedra Watts by either of the following:
 - e-mail to **kedra.watts@wdc.usda.gov**
 - telephone at 202-401-0678.

B Contacts About Processing TOA's

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

IF supervisor is located in...	THEN contact...
Washington, DC	<p>HRD, Employee/Labor Relations and Benefits Branch, (ELRBB), Benefits and Performance Management Section (BAPMS) – Award by any of the following:</p> <ul style="list-style-type: none">• mail to: U.S. Department of Agriculture FSA, HRD, ELRBB, BAPMS 1400 Independence Ave SW AG Stop Code 0595 Washington DC 20250-0595 • e-mail to kedra.watts@wdc.usda.gov • FAX at 202-205-9146 • telephone at 202-401-0678.

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5 Additional Information (Continued)

B Contacts About Processing TOA's (Continued)

IF supervisor is located in...	THEN contact...
<ul style="list-style-type: none"> • ITSD • Kansas City or St. Louis • KCCO 	Dana Candler, HRD, by either of the following: <ul style="list-style-type: none"> • e-mail to dana.candler@kcc.usda.gov • telephone at 816-926-6117.
<ul style="list-style-type: none"> • APFO • Kansas City AMD • Kansas City HRD • Kansas City MSD • Kansas City or St. Louis • Kansas City RMA 	Patti Gepford, HRD, by either of the following: <ul style="list-style-type: none"> • e-mail to patricia.gepford@kcc.usda.gov • telephone at 816-926-6259.
State and County Office	State Office, Administrative Division.

Accessing NFC’s EPP

To access EPP, do the following.

Step	Action		
1	Go to https://www.nfc.usda.gov/ .		
2	Under “Application Launchpad”, CLICK “My EPP” icon.		
3	On the EPP Warning Screen, read message and then CLICK “I Agree”.		
4	<p>If user is:</p> <ul style="list-style-type: none"> an established user, login with eAuthentication user ID and password a first-time user, do the following. <div data-bbox="354 667 1430 1919" style="border: 1px solid black; padding: 10px;"> <div style="text-align: center;">  <h3>EPP User ID/Password Quick Reference Guide</h3> <p>The Employee Personal Page (EPP) allows employees serviced by the National Finance Center (NFC) to view their payroll, leave, health and life insurance, Wage and Tax Statement, and other personal information. EPP also allows employees (whose Agency participates) to use Employee Self Service (ESS), a self-service feature, to request updates to specific payroll information. Employees can access EPP from any computer at https://www.nfc.usda.gov/personal.</p> <p>This Quick Reference Guide provides instructions for new and current employees on the EPP user identification (ID) and password process.</p> </div> <div style="background-color: #f0f0f0; text-align: center; padding: 5px; border: 1px solid black;"> Are you a new employee accessing the Employee Personal Page (EPP) for the first time? </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>If you received a “Welcome to EPP” email at your Agency work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Enter your Social Security number (SSN) and temporary password. You will be prompted to enter a new user ID and password. <p><i>Optional Step:</i> At this point you can establish an EPP work email address and two additional alternate email addresses. Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency.</p> <p>Enter the EPP work email address and the alternate email addresses in the Additional 1 E-mail and Additional 2 E-mail fields respectively. Note: The alternate email addresses may be your personal email account addresses.</p> <ol style="list-style-type: none"> Answer the six security questions provided. Your entered information is displayed. Review your security questions responses and click Continue. You are now logged into your EPP. </td> <td style="width: 50%; padding: 5px;"> <p>If you did not receive a “Welcome to EPP” email at your Agency work email address, but do have a valid work email address (i.e., john.doe@usda.gov), then you need to complete the signup process in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Click the New User Signup link located under the login fields. Enter your SSN and date of birth (DOB). Establish an EPP work email address Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency. Enter the EPP work email address . Click Continue. You will receive a message that your temporary password was emailed to you. Note: The temporary password email will be sent to your EPP work email address. Follow the instructions provided in the email. </td> </tr> </table> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p>If you did not receive a “Welcome to EPP” email at your Agency work email address and you do not have a valid work email address (i.e., john.doe@usda.gov), please contact your Agency Servicing Personnel Office (SPO) to request assistance with logging into EPP.</p> </div> </div>	<p>If you received a “Welcome to EPP” email at your Agency work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Enter your Social Security number (SSN) and temporary password. You will be prompted to enter a new user ID and password. <p><i>Optional Step:</i> At this point you can establish an EPP work email address and two additional alternate email addresses. Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency.</p> <p>Enter the EPP work email address and the alternate email addresses in the Additional 1 E-mail and Additional 2 E-mail fields respectively. Note: The alternate email addresses may be your personal email account addresses.</p> <ol style="list-style-type: none"> Answer the six security questions provided. Your entered information is displayed. Review your security questions responses and click Continue. You are now logged into your EPP. 	<p>If you did not receive a “Welcome to EPP” email at your Agency work email address, but do have a valid work email address (i.e., john.doe@usda.gov), then you need to complete the signup process in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Click the New User Signup link located under the login fields. Enter your SSN and date of birth (DOB). Establish an EPP work email address Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency. Enter the EPP work email address . Click Continue. You will receive a message that your temporary password was emailed to you. Note: The temporary password email will be sent to your EPP work email address. Follow the instructions provided in the email.
<p>If you received a “Welcome to EPP” email at your Agency work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Enter your Social Security number (SSN) and temporary password. You will be prompted to enter a new user ID and password. <p><i>Optional Step:</i> At this point you can establish an EPP work email address and two additional alternate email addresses. Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency.</p> <p>Enter the EPP work email address and the alternate email addresses in the Additional 1 E-mail and Additional 2 E-mail fields respectively. Note: The alternate email addresses may be your personal email account addresses.</p> <ol style="list-style-type: none"> Answer the six security questions provided. Your entered information is displayed. Review your security questions responses and click Continue. You are now logged into your EPP. 	<p>If you did not receive a “Welcome to EPP” email at your Agency work email address, but do have a valid work email address (i.e., john.doe@usda.gov), then you need to complete the signup process in EPP.</p> <p>Log in using the steps below.</p> <ol style="list-style-type: none"> Access EPP at https://www.nfc.usda.gov/personal. Click the New User Signup link located under the login fields. Enter your SSN and date of birth (DOB). Establish an EPP work email address Note: The EPP work email address should be a <u>valid</u> work email address on file for your Agency. Enter the EPP work email address . Click Continue. You will receive a message that your temporary password was emailed to you. Note: The temporary password email will be sent to your EPP work email address. Follow the instructions provided in the email. 		

Connecting to NFC’s EPP (Continued)

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