

For: RMA Employees

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

Approved by: Associate Administrator, RMA



**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 the tools to recognize the workforce fairly and equitably for the level of performance
- RMA policy on FY 2014 performance rating-based TOA's for "Outstanding" and "Superior" ratings
- 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.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2015	All RMA employees

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### 1 Overview (Continued)

#### C RMA'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 must be scheduled and used **within 26 pay periods** from the effective date of processing. After the 26<sup>th</sup> 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 these employees.

#### D Coverage

TOA's:

- apply to all RMA 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 and Senior Level
  - individuals excluded from coverage by statute, OPM regulation, or Departmental determination.

#### E Effective Date

All TOA nomination forms, including applicable signatures, are to be submitted no later than September 30, 2014.

TOA's will be processed according to applicable NFC payroll procedures.

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**2 Performance Rating-Based TOA's**

**A General Information**

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 2014.

**B Allocating Performance Rating-Based TOA's**

Recommending and approving officials **must** ensure that meaningful distinctions are made when giving TOA's. Allocation will be divided as follows:

- employees receiving "Outstanding" ratings may be rewarded up to 40 hours of time off
- employees receiving "Superior" ratings may be rewarded up to 30 hours of time off
- non-performance-based TOA's, Special Act or Service Award may be awarded up to 25 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 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.

<b>Step</b>	<b>Action</b>	
1	Prepare TOA recommendation in EmpowHR (Manager Self Service - Tasks - Awards).	
2	<b>IF the recommendation...</b>	<b>THEN EmpowHR forwards TOA recommendation...</b>
	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"><li>• to the supervisor's supervisor for approval</li><li>• to SPO for processing after approval.</li></ul>

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**3 Processing TOA’s Using EmpowHR (Continued)**

**B Supervisor Review and Approval/Disapproval**

After receiving notification from the approving official:

- the recipient’s supervisor shall inform the employee of the decision
- SPO will notify the supervisor once the award is approved. The supervisor will notify the employee of the TOA and let the employee know the 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.

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

**4 Processing TOA’s Not Using EmpowHR**

**A Recommending Responsibilities**

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

<b>Step</b>	<b>Action</b>
1	Prepare TOA recommendation on AD-287-2.
2	If recommending for a rating-based TOA, use the write-up accompanying the rating.
3	Sign AD-287-2.
4	Forward AD-287-2 and all supporting documents to the recipient’s supervisor.

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**4 Processing TOA's Not Using EmpowHR (Continued)**

**A Recommending Responsibilities (Continued)**

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

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

**5 Additional Information**

**A Contacts for Notice Questions**

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

- e-mail at **[linda.watkins@wdc.usda.gov](mailto:linda.watkins@wdc.usda.gov)**
- telephone at 202-401-0688.

**B Contacts About TOA's**

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

<b>IF supervisor is located in...</b>	<b>THEN contact...</b>
Washington, D.C.	HRD, ELRBB, BAPMS - AWARD by any of the following: <ul style="list-style-type: none"><li>• mail to:  FSA, HRD, ELRBB, BAPMS – AWARD Stop Code - 0595 1400 Independence Ave. SW Washington, D.C. 20250-0595</li><li>• FAX to 202-205-9146</li><li>• e-mail to Linda Watkins at <b><a href="mailto:linda.watkins@wdc.usda.gov">linda.watkins@wdc.usda.gov</a></b>.</li></ul>

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5 Additional Information (Continued)

B Contacts About TOA's (Continued)

IF supervisor is located in...	THEN contact...
<ul style="list-style-type: none"><li>• Kansas City, MO</li><li>• Field Office</li></ul>	<p>HRD, ELRBB, BAPMS by any of the following:</p> <ul style="list-style-type: none"><li>• mail to:  FSA, HRD, ELRBB, BAPMS Beacon Facility - Mail Stop 8398 9240 Troost Avenue Kansas City, MO 64131-3055</li><li>• FAX to 816-926-6156</li><li>• e-mail to either of the following:<ul style="list-style-type: none"><li>• Dana Candler at <b>dana.candler@kcc.usda.gov</b></li><li>• Patricia Gepford at <b>patricia.gepford@kcc.usda.gov</b></li></ul></li><li>• telephone at either of the following:<ul style="list-style-type: none"><li>• Dana Candler at 816-926-6117</li><li>• Patricia Gepford at 816-926-6259.</li></ul></li></ul>

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.”

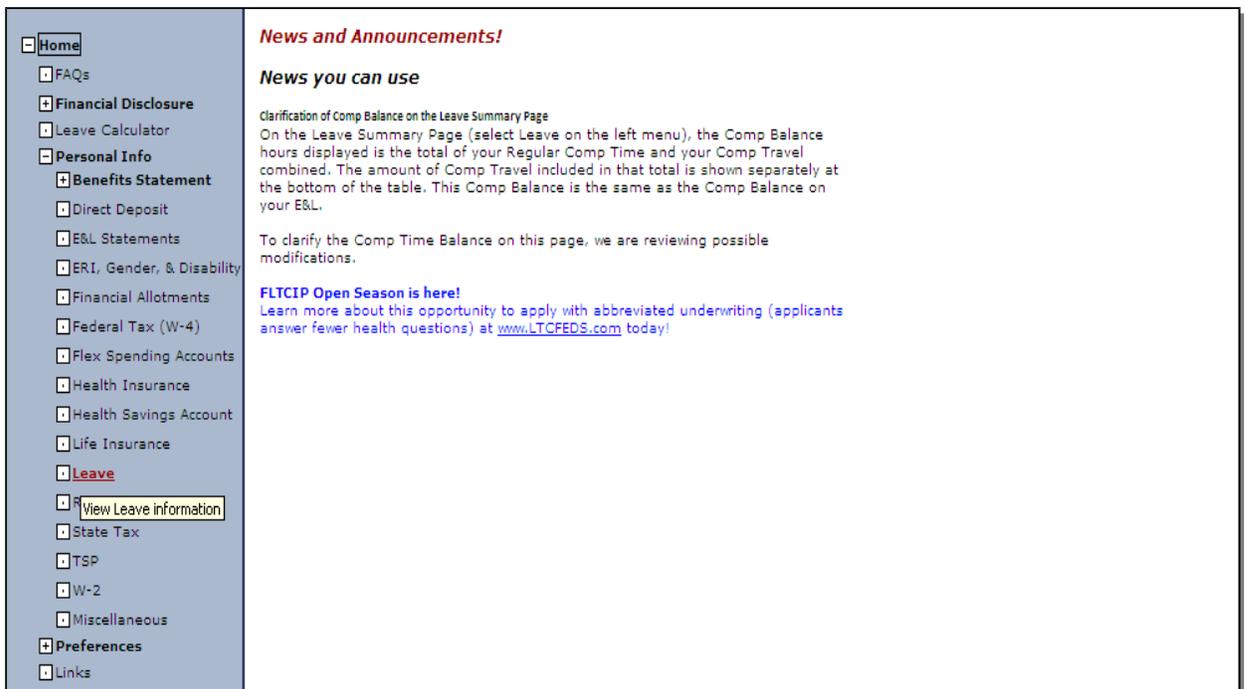
**Note:** For user ID or password assistance, contact the EPP Help Desk directly, as follows:

- CLICK either “Forgot Your User ID?” or “Forgot Your Password?”
- e-mail [osc.etix@usda.gov](mailto:osc.etix@usda.gov)
- telephone at toll-free 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
  - Res [View 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