This e-mail informs payroll offices of changes to VA’s Enhanced Time and Attendance system (ETA) relating to how Compensatory Time (CT) is displayed.

This ETA patch was released in March 2012 and all ETA sites were required to have the patch installed by no later than April 15, 2012.  This statement addresses

compensatory time earned in lieu of overtime only.  Credit Hours and Compensatory Time Off for Travel are not tracked in ETA.

SUMMARY OF CHANGES

A maximum of 7 rows display the oldest CT data by pay period earned, number of CT hours available, and the expiration date.    Any remaining CT balances with

expiration dates more recent than those displayed are combined to reflect one balance.

This change was in support of a change in VA policy in 2007 that changed the expiration date of accrued compensatory time (CT) from 7 pay periods to 26 pay periods.

The examples below illustrate the changes made and what employees with unused CT earned in more than seven pay periods will now see when they review their CT balances in ETA.

Comp Time/Credit Hours (CT/CH) Pay Period Balances

Pay Period Earned   # of Hours     Must be used by

11-14                  1.000       Jul 14, 2012

11-16                  7.250       Aug 11, 2012

11-20                  3.750       Oct 06, 2012

11-21                  4.250       Oct 20, 2012

11-22                 17.750       Nov 03, 2012

12-01                 11.250       Jan 12, 2013

12-05                  5.750       Mar 09, 2013

\*12-06 thru 12-11     113.500       Mar 23, 2013 thru Jun 01, 2013

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Total CT/CH Hours Balance:     164.500

\*The CT/CH hours for individual pay periods within the balance of 113.500 hours earned between 12-06

  and 12-11 will be itemized in the ETA display at least 7 pay periods prior to expiration.

ETA now displays an 8th row which reflects one balance for any remaining CT hours with expiration dates more recent than those displayed in the first 7 rows. With each passing pay period,

the CT balances will be adjusted automatically in ETA.   For the same employee, the following example is an update to the ETA screens one Pay Period later:

Comp Time/Credit Hours (CT/CH) Pay Period Balances

Pay Period Earned   # of Hours     Must be used by

11-16                  7.250       Aug 11, 2012

11-20                  3.750       Oct 06, 2012

11-21                  4.250       Oct 20, 2012

11-22                 17.750       Nov 03, 2012

12-01                 11.250       Jan 12, 2013

12-05                  5.750       Mar 09, 2013

12-06                 10.500       Mar 23, 2013

\*12-07 thru 12-12     103.000       Apr 06, 2013 thru Jun 15, 2013

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Total CT/CH Hours Balance:     163.500

Questions regarding this ETA modification can be directed by e-mail to Roy W. Coles, Jr., Director, Payroll/HR System Service