

## T&A WORK SCHEDULE

**Q1.** What can be done to prevent the employee from getting overpaid when they transfer to a new agency and are still showing active in the losing employing activity?

**A1.** The losing timekeeper should place a “P” (pending separation) in the T&A status code field on the employee’s work schedule. The effective date of the “P” is the last day that the employee works for the losing activity.

**Q2.** What is the meaning of the error message “Schedule Hours in Sup and Work Schedule Are Not Equal”?

**A2.** The employee is a part-time and the number of hours authorized by the Supplemental record (Pay Rates and Appointment screen) and the time and attendance work schedule are not the same value. The work schedule for part-time employees must be for the same number of hours scheduled in the supplemental record.

**Q3.** What should the Customer Service Representative (CSR) do when they are informed that an employee has died?

**A3.** Verified that the employee is deceased. The CSR should immediately put a “X” (Deceased) in the T&A status code field on the employee’s work schedule. The effective date will be the date of death.

**Q4.** How do you indicate that an employee is entitled to receive Sunday premium pay for work that begins on Saturday and ends on Sunday?

**A4.** The timekeeper must enter a “Y” in the Sunday Pay Indicator and the system will set the work schedule to indicate that Sunday premium is payable.