Timekeepers: AUO/LEAP Guidance for Furlough, T+A Profile Changes

Step 1: In the Timekeeper Main Menu, Select Employee

Step 2: Select T&A Profile on the selected employee

Step 3: Scroll down to the Overtime/Standby Status section and update the Standby Hrs/Week 2 to 8 (or 16 if the employee's regular tour of duty includes Sunday)

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	40
Standby Hrs/Week 2	8
Standby/AUO %	20

Step 4: Don't forget to save the updated Profile at the bottom of the page

Dual T&A | Save | Cancel

Step 5: View the employee's Summary to ensure the Summary page reflects the updated information

T&A Profile	
Pay Plan	GS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F; 0730-1700
Alternative Schedule	5/4/9 Schedule
Agency	ICE
State	CA
Town	1786
Unit	03
Timekeeper	13
New Contact Point	Yes
Standby Hrs/Week 1	40
Standby Hrs/Week 2	8
Standby/AUO %	20
Retain Data	Restore from Default
Account Data Code	Use Stored Account (NFC)
Stored Account (NFC)	3BA8HCL3181HRS HCL SVCWIDE PR ACCT
Service Computation Date	May 19 1991
Annual Leave Category	8 hr/pp
Personal Leave Ceiling	240:00