

Bulletin for All TSA Employees – 1/14/2020

## Update: Negative Leave Adjustment

This is an update to bulletin: *WebTA Leave Accrual Issue* issued on 12/04/2019, regarding negative leave accruals in the annual leave and sick leave accrual reduction fields in the webTA System. **Note:** The partial government shutdown at the end of leave year 2018 affected many Transportation Security Administration (TSA) employees' leave accruals through leave year 2019. **The National Finance Center (NFC) has confirmed that the leave discrepancy issue has now been resolved and no further corrective action is needed.**

The following is a brief explanation of the events that occurred and the corrective actions taken by the NFC:

- The issue initially occurred following the partial government shutdown in Pay Period (PP) 02, 2019, when negative leave accruals were generated in the leave reduction fields for individuals with a late Time and Attendance (T&A) with non-pay hours in PP26, 2018, which was processed in PP01, 2019. **Note:** This resulted in an extra pay period of accrued annual and sick leave which was reflected on the PP03, 2019 T&A Summary.
- **Carryover Balance Fixed** – The NFC implemented programming which zeroed out the negative leave accruals in the leave reduction fields and added the negative amount to the employee's carryover balance in PP10, 2019. **Note:** This adjustment was reflected in the webTA system as a leave adjustment on the PP24, 2019 T&A Summary.
- After further evaluation, NFC identified that not all employees' carryover balances should have been updated.
- **Carryover Balance Adjusted** – NFC adjusted the carryover balances of employees who were originally misidentified. These employees did not actually have a leave reduction in PP26, and their leave balances should not have been adjusted in **PP24, 2019**. Therefore, NFC backed out the carryover balance by the number of leave hours that were adjusted in PP26, 2018.

### Questions?

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