

TIMEKEEPING INFORMATION FOR YCC ENROLLEES

T&A CODING REMINDERS:

- ✓ Verify the SSN before entering it on the manually prepared T&A
- ✓ Corrected T&A's should always be completed using ink. "White out" should never be used.
- ✓ Time worked is 40 hour or less than 40 hours in a week, and is to be coded to regular time Pay Code 010. Hours in excess of 40 hours in a week are to be coded to overtime, Pay Code 110.
- ✓ Enrollees are not eligible for any type of leave.
- ✓ Enrollees are not eligible for Continuation of Pay, Night Differential, or Sunday Pay.
- ✓ Enrollees who do not work the holiday will receive pay under Pay Code 050. If the enrollee works on a Federal holiday, code this time to holiday worked, Pay Code 051, in addition to coding to Pay Code 050.
- ✓ Enrollees 15 years of age are prohibited from working more than 8 hours per day and 40 hours per week in accordance with Child Labor Laws

HELPFUL HINTS:

- ✓ The Payroll Operations Division YCC Mail Code is D-2663 for Fish and Wildlife Service and National Park Service YCC accounts.
- ✓ Use INYF or INYN when transmitting T&A data.
- ✓ Contact your YCC Branch Chief with questions about YCC enrollee entitlements.
- ✓ The system will automatically place all enrollees in TAX EXEMPT status. If the enrollee wants taxes deducted, they need to complete a W-4 form. Remember, claiming "single" with zero exemptions will deduct taxes from pay.
- ✓ If an enrollee is injured on the job, consult the personnel office for guidance on Workman's Compensation paid by the Department of Labor.
- ✓ Leave and Earnings Statements are produced for enrollees who are paid through the computer system. Wages paid on a supplemental check will appear in the adjustment area of the statement when these hours are calculated through the system.
- ✓ Leave and Earnings Statements will be mailed to the enrollee's official correspondence address.
- ✓ Designate an alternate contact person for T&A processing in your absence. This would be helpful if payroll office has a need to contact your office during the T&A cycle.