DOE Deferred Resignation Program Time & Attendance

Employees

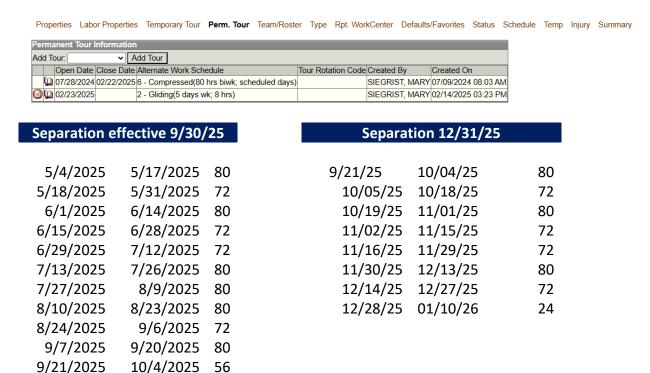
Tour of Duty: If you were on an AWS schedule or a Flexi schedule you need to have your schedule changed to all 8's preferably either a #1 Flexi Schedule or #2 Gliding schedule.

NOTE: For the PPB 4/20/25 you can keep your regular work schedule, but your schedule must be changed to either a #1 or #2 schedule.



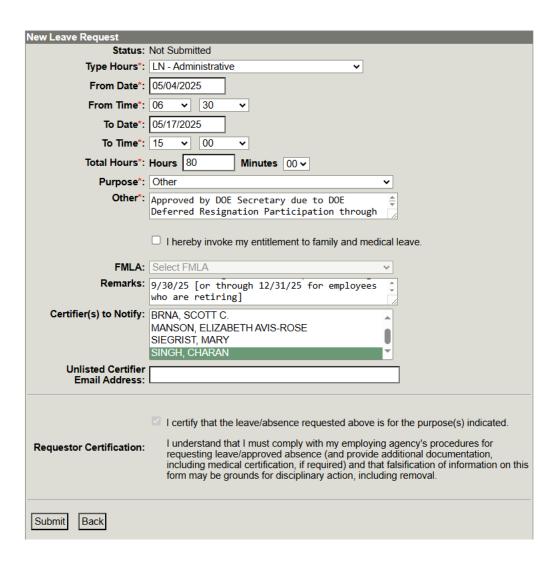
Leave slips:

- Cancel all future leave requests after approved administrative leave start date.
- Enter one leave request for admin leave (LN) for each pay period for 80 hours. If a
 holiday falls in a pay period deduct the 8 hours and enter 72 hours. Table included below
 depicting hours by pay period. One leave request per pay period must be added.



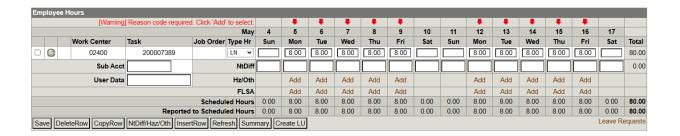
- If the separation date is September 30 or December 31, the date falls within a pay period. Please enter the number of hours indicated in the table above for these pay periods as admin leave and enter the remaining hours for that pay period as KA Leave Without Pay (LWOP).
- When entering the admin leave requests, please include the following in the Comment Section:

"Approved by DOE Secretary due to DOE Deferred Resignation Participation through MM/DD/YY" where MM/DD/YY is the employee separation date from Federal Service.

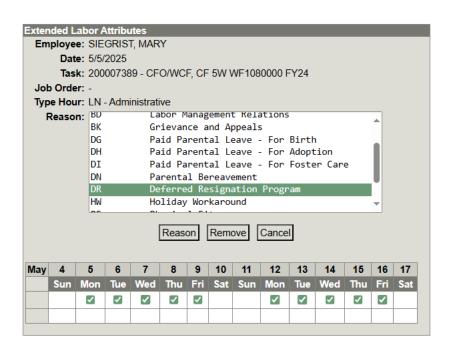


Have your supervisor approve your leave requests once submitted.

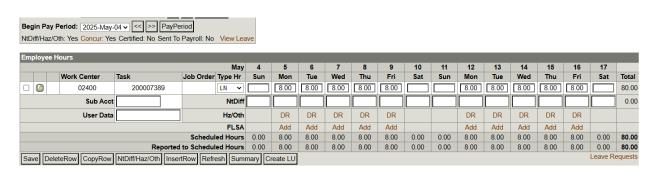
 Once your Supervisor approves the leave slips, the leave will populate in ATAAPS as below:



• To **Add the DR Code:** Click on the NtDiff/Haz/Oth button, then click on the first Add in the row Hz/Oth to add the DR code. The code box will then pop up. Seclect "DR" from the options and check the boxes under the day of the pay period then click on Reason.



After you click on the Reason, the system will return to the Labor screen. The errors (red language and arrows in the above window) are gone (see image below) and you may concur on your time through the pay period ending (PPE) 9/20/25. Do not concur beyond the last pay period in September for FY 2026 pay periods since accounting codes may change when crossing the fiscal year.



Supervisors

- Approve DOE DRP employee leave requests as soon through September 30, 2025. This will enable staff the ability to enter the DRP code.
- Once the appropriate pay period is reached, certify the employee's time as usual.

Questions can be directed to the Payroll Help desk: payrollcsrhelpdesk@hq.doe.gov or 301-903-2500 Option 4