

U.S Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 85 – Chapter 24

Notice

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

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Summary of Changes, Chapter 24 (Update 85)

Removed Pages	Identification	Insert Page	Explanation of Changes
24-1 thru 24-9	N/A	1 thru 9	Chapter 24, in its' entirety has been updated, to include: (1) reformatted page numbers from 24-1, 24-2, 24-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets< ; (5) distinguished deletion/removal of text with *** in green font ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 24

Chapter	Page Number(s)	Explanation of Changes
24	Various	Incorporated or updated regulatory hyperlinks throughout Chapter 24. Added (SF-) abbreviation after Standard Form and used SF- throughout Chapter 24 as appropriate.
24	1	Added: New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets< . Deletion/removal of text is distinguished with *** in green font .
24	3	3: Instructions: c; i: Removed: he or she. Added : they c; ii: Removed: he or she was. Added: if they were.

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Chapter	Page Number(s)	Explanation of Changes
24	4	3: Instructions: c; iii: Removed: he or she was. Added: if they were.
24	5 - 7	Tables 24 – A and B: Added: Notes and Remarks Columns
24	8	Table 24-C: Added: Added: Notes column.

Chapter 24: Change in Work Schedule/ Change in Hours (Nature of Action 781 and 782)

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New text changes and/or additions are distinguished in **>dark red font surrounded by angled brackets<**. Deletion/removal of text is distinguished with ***** in green font**.

1. Coverage

a. This chapter covers:

- i. Change in work schedule — a change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules; and
- ii. Change in hours — a change in the total number of hours during that day that a part-time employee is scheduled to work.

b. This chapter does *not* cover:

- i. A change in work schedule that will be effective for no more than one pay period (e.g., when a student's schedule is changed to full-time for *one* pay period at Christmas or during spring vacation);
- ii. A change in employee's tour of duty (a change in the hours of the day or the days of the week during which the employee will work) when there is no change in either the work schedule or the total hours the employee will work; or
- iii. A change in hours for a part-time employee that will be effective for no more than *two* pay periods. If your agency wishes to record such changes on a Standard Form [>SF-50<](#)
- iv. , Notification of Personnel Action, use a 900 series (agency-use) nature of action.

2. Definitions

a. Work schedule is the time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent:

- i. Full-time usually requires an employee to work 40 hours as prescribed by the administrative workweek for that particular employment group or class;

- ii. Part-time requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty; or
 - iii. Intermittent describes service performed without a regularly scheduled tour of duty.
- b. Seasonal employee is one who works on an annually recurring basis for periods of less than 12 months each year.

3. Instructions

- a. Compare data on the Standard Form [SF-52](#), Request for Personnel Action, submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.
- b. Follow the instructions in [Table 24-A](#) and [24-B](#) to determine the actions needed and the nature of action and authority to be entered in blocks 5-A through 5-D to document the change.
- c. When employee is changing from intermittent to full-time or part-time:
 - i. If *** [they](#) had FICA coverage (retirement code 2), check Chapter 10 of [The CSRS and FERS Handbook](#) to determine if employee will be covered by the Civil Service Retirement System or the Federal Employees Retirement System as a result of the new work schedule. If retirement coverage changes, follow instructions in Chapter 28 to document an 803/Change in Retirement Plan action. Document the 803 action in blocks 6A-6D and 45 of the change in work schedule action *or* on a separate *** [SF-50](#), Notification of Personnel Action.
 - ii. If *** [if they were](#) ineligible for health benefits coverage, check [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) to determine if employee will be eligible for health benefits as a result of the new work schedule. If so, follow instructions in

the Handbook to advise the employee on correct enrollment procedures.

- iii. If *** >if they were< ineligible for life insurance coverage, check [the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to determine if employee will be eligible for Federal Employees Group Life Insurance coverage as a result of the new work schedule. If so, follow instructions in the Handbook to advise the employee on entitlements and options. Refer to Chapter 22 of this Guide to document an 881/Change in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Change in Work Schedule action *or* on a separate *** >[SF-50](#)<.
- d. Use [Table 24-C](#) to identify the remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the *** >[SF-52](#)<. Also enter in Part F the remarks codes/remarks required for any other action processed on that *** >[SF-52](#)< as well as those required by your agency's instructions or that are necessary to explain the change in work schedule or change in hours.
- e. Fill in remaining blocks on *** >[SF-52](#)< as required by instructions in Chapter 4 of this Guide.
- f. Follow instructions in Chapter 4 of this Guide to see how the *** >[SF-50](#)< should be completed. Follow your agency's instructions to have it signed or authenticated.
- g. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
- h. Prepare and distribute required notices: **Follow your agency's** instructions to distribute documentation of the personnel action.

Tables

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (See Note)	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Process the Change in Work Schedule action, showing the new work schedule in block 32 of the Standard Form 52/50.	If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.	1. Check The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this Guide to process a "Change in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Work schedule changes from intermittent to full-time or part-time		Process a Change in Work Schedule action. Enter "781/Chg in Work Schedule" and " VXM/5 U.S.C. 6101 " in blocks 5A-5D. Enter the new work schedule code in block 32.	Enter the new service computation date in block 31 and Remark B31 in Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.		
3	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note)	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate ***> SF-50 <.	Enter the new work schedule code in block 32 of Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.		

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours, Continued

Rule	If	And	Then	And	Notes	Remarks
4	Work schedule changes from intermittent to full-time or part-time	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate ***> SF-50 <.	Enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.	1. Check The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this Guide to process a "Change in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).	Jump to listing of Remarks (Use as many remarks as are applicable)
5	There is a change in the number of hours per week that an employee is scheduled to work	Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate ***> SF-50 <.	Enter in block 33 the total hours employee will work per bi-weekly pay period.			
6	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the ***> SF-52 <				

Table 24-B. Documenting Change in Work Schedule and Change in Hours

>Notes and Remarks columns have been added.<

Rule	If	And the	And the	And the action	Then NOAC Is	NOA Is	Authority Code Is	Authority Is	Notes	Remarks
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 U.S.C 6101	>Reserved for Future Use<	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Change is NOT requested by the employee	Is a management-initiated change in work schedule from full-time to other than full-time in lieu of RIF separation			RAH	Reg. 351.704(a)(2)		
3				Does not meet the action described in Rule 2 above			VXM	5 U.S.C. 6101		
4		Total number of work hours increases or remains the same								
5	The employee's work schedule is part-time (code "P," "Q," "S," or "T.")	Total number of work hours changes			782	Chg in Hours				
6	The employee's work schedule is less than 130 hours in a calendar month, or the employee is expected to work at least 130 hours in a calendar month but for less than 90 days.	Total number of work hours changes, and the employee is expected to work at least 130 hours in a calendar month for at least 90 days.	Appointment is temporary, seasonal, or the employee has an intermittent work schedule	Means the employee is eligible for health benefits			VXP	5 CFR 890.102 (j)-(k)		

Table 24-C. Remarks

>Notes column has been added.<

Return to Tables [24-A](#), [24-B](#)

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (See Notes 1 and 2)	<ol style="list-style-type: none"> If this information is not available when ***>SF-50< is issued, issue a correction action later when the information is available. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. ***>SF-50< remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (See Note 1)	
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (See Note 1)	
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (See Note 1)	
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer, or is employed by the Bureau of Labor Statistics as an economic assistant	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.	

Table 24-C. Remarks, Continued

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
6	The expectation for total number of hours employee is scheduled to work increases to at least 130 hours in a calendar month and employee is expected to work at least 90 days <u>or</u> the total number of hours an employee actually works increases to at least 130 hours in a calendar month and employee works for at least 90 days	Employee is temporary, seasonal, or intermittent	B08	Eligible for health benefits.	<ol style="list-style-type: none"> 1. If this information is not available when ***>SF-50< is issued, issue a correction action later when the information is available. 2. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. ***>SF-50< remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
7	Work schedule is changed to part-time	Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within 60 days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this ***> SF-50 <. However, Basic Life insurance coverage is always at least \$10,000.	
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20	Action at employee's request.	