

## Civilian Deployment 102 - OEF Payroll Information

**Introduction:** This paper is titled “102” because it is a supplemental to the “Civilian Deployment 101 – OEF Pay Entitlements” issued by Jeannie Hansohn, CEHR-D, on 2/5/03. Timekeepers and employees should direct questions to the local CSR. CSRs can contact Annette Epperson at (402) 221-4043.

**Foreign Post Differential, Danger Pay and Imminent Danger Pay:** These are all entitlements documented on an SF1190 and input by Human Resources. The SF1190 will be completed by the employee and submitted to the CPAC for payment when the employee returns from TDY. The entitlement is entered into Modern and flowed to DCPS.

Danger Pay is different than the Environmental Differential Pay and Hazardous Duty Pay; it is not a T&A environmental code. Danger pay entitlements are determined by the Department of State and, depending on the location, may entitle the employee to a maximum of 25% of base pay.

**Hazard Duty Pay (GS) and Environmental Pay Differentials (WG):** These are the hours that are reported on the T&A as an environmental code. They are differentials paid for work involving unusual physical hardship or hazard to employees, based on specific criteria outline in federal regulations.

**Biweekly Pay Limitation Waiver:** This waiver allows employees deployed in support of OEF to earn base and premium pay up to the annual salary of a GS 15 step 10 plus locality, or the Level V rate of the Executive Schedule, whichever is greater. Besides the annual limitation, the employee is still limited to the max of the Level I biweekly rate. In 2003 this is \$6,589.60. [(\$171,900/2087) times 80 hours a pay period]

Example: A GS 14 step 9 makes \$99,607 (GS table 2003-Rest of the US). This equates to \$47.73 per hour. \$3,818.40 base pay biweekly. Overtime rate capped at GS 10 step 1 is \$30.54. Max pay of \$6,589.60 less the base pay of \$3,818.40 = \$2,771.20 available for overtime or compensatory time. \$2,771.20 divided by the hourly overtime rate of \$30.54 = 90.74 hours available to be worked. Any hours above and beyond 90.74 in this scenario will not be compensated.

Someone with the knowledge of where the employee is and that they are working for Operation Enduring Freedom should sign the biweekly pay limitation waiver. Please ensure that the memo states that the work is in support of Operation Enduring Freedom. Under natural disasters, the Emergency Operations Manager signs many of these forms. The CSR should fax this form to the payroll imaging phone number.

**Overtime and Compensatory Time:** If an employee is exempt, they are still capped at the hourly overtime rate for a GS 10, step 1. Employees covered by FLSA (nonexempt) are subject to the Foreign Exemption when they are overseas. This means that an

employee deployed overseas is exempt from FLSA if they are not permanently stationed in an exempt area, but spend all hours of work in a given workweek in one or more exempt areas. (Example: a nonexempt employee is deployed to Iraq for 120 days. Iraq is an area in which the foreign exemption applies. Any workweek in which the employee spends the entire workweek in Iraq is treated as exempt from FLSA).

**Sunday Premium, Night Differential and Overtime:** These hours are also reported on the T&A. If night differential or Sunday premium is to be paid on regular hours, a new work schedule must be entered. If only part of the overtime is subject to night differential, two lines of data must be entered on the T&A. (Same as posting for a natural disaster.)

**Work Schedules:** A change to the employee's work schedule must be done in writing. Employee's name must be on the memo. If an employee is changing the regular scheduled days off, hours of work, or including premium pay, such as Sunday premium or night differential, the new work schedule must be specific. Example: Employee is scheduled to work a 12-hour day from 7:00 a.m. to 7:30 p.m. with an unpaid half hour lunch. The work schedule should reflect that the regular hours are from 7:00 a.m. to 3:30 p.m. Scheduled overtime is from 3:30 p.m. to 6:00 p.m. Scheduled overtime with night differential is from 6:00 p.m. to 7:30 p.m.

Annette Epperson/CENWO-RM  
2/25/03