

**Chapter 24. Change in Work Schedule/Change in Hours
(Natures of Action 781 and 782)**

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Chapter 24. Change in Work Schedule/Change in Hours

1. Coverage

a. This chapter covers:

(1) 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

(2) 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:

(1) 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);

(2) 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

(3) 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 50, 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:

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

(2) **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

(3) **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 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 Tables 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:

(1) if he or she 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/Chg 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 Standard Form 50, Notification of Personnel Action.

(2) if he or she was 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.

(3) if he or she was 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/Chg in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Chg in Work Schedule action *or* on a separate Standard Form 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 Standard Form 52. Also enter in Part F the remarks codes/remarks required for any other action processed on that Standard Form 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 Standard Form 52 as required by instructions in Chapter 4 of this **Guide**.

f. Follow instructions in Chapter 4 of this **Guide** to see how the Standard Form 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.

j. Prepare and distribute required notices:

(1) ***

(2) Follow your agency's instructions to distribute documentation of the personnel action.

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

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	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. ***
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 Standard Form 52 or block 45 of the Standard Form 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 to this table)	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 Standard Form 50.	Enter the new work schedule code in block 32 of Part F of the Standard Form 52 or block 45 of the Standard Form 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)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
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 Standard Form 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 Standard Form 52 or block 45 of the Standard Form 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. ***
5	There is a change in the number of hours per week that an employee with a part-time work schedule 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 Standard Form 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 Standard Form 52	

NOTE: 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 "Chg in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If</i>	<i>And the</i>	<i>And the</i>	<i>And the action</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>
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
2			Change is NOT requested by the employee	Is effected under civil service adverse action procedures			RAH	Reg. 752.401
3				Is NOT effected under civil service adverse actions procedures			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		

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Table 24-C. Remarks

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
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 of this table)
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 of this table)
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 of this table)
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 of this table)
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer	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)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Reserved			
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.

NOTES:

1. If this information is not available when Standard Form 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. Standard Form 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 equalled 6 days of service credit.