

This guide provides information regarding the entry of Insufficient Return Time, also known as Lap Time, Turnaround Time, or Quick Return Time, on the Cross-Application Time Sheet (CATS).

## Insufficient Return Time Overview

When an employee's work schedule change requires the employee to report to work earlier than the start time of the previous day's schedule work shift (working more than 8 hours of normal working time in the 24-hour workday), the employee may be eligible for Insufficient Return Time (IT6) at the employee's ½ time rate of pay (0.50).

To properly pay an employee for Insufficient Return Time (IT6), regular time (RT) must also be entered for the same period. This is required because time evaluation considers these entries to be an override to what would automatically be generated for the day, as the attendance type (other than RT) is entered during the planned working time. For employees who wish to earn compensatory leave in lieu of pay for insufficient return time, RT must also be entered for the same period the compensatory leave (CLE6) was entered.

When insufficient return time is due for hours covered by an absence\*, attendance type RT is not entered with IT6 or CLE6. The absence record replaces RT. Note: If RT is entered with the absence, an A3 error will generate to stop an overpayment of RT hours.

\* An IE, "Abs entry overlaps with Att Entry" message will appear on the Time Evaluation Messages Display (Y\_DC1\_32000599) Report. The IE message is a warning, not a hard stop. The message indicates that an absence entry overlaps with an attendance entry. The timekeeper should review the time entry to determine if corrective action is necessary. If the entries are accurate, the message should be marked as "Reviewed" to remove the message from the employee's report. Please note, if time evaluation retros for any reason after the message has been marked as reviewed, it will reappear in the Time Evaluation Messages Display Report. Reference [How to Remove IE, Abs Entry Overlaps With Att Entry, from the Time Evaluation Messages Display Report](#) under the Insufficient Return Time Examples to mark IE messages as "Reviewed".

## How to Enter Insufficient Return Time on the CATS

The following scenarios provide guidance on how to enter insufficient return time in CATS (reference, [Insufficient Return Time Examples](#) on how to enter insufficient return time in CATS for the below scenarios).

- A. [Employee is due payment for insufficient return time.](#)
- B. [Employee is due payment for insufficient return time and worked beyond their work shift the day prior to the work schedule change.](#)
- C. [Employee is due payment for insufficient return time and is absent during entire compensation period.](#)
- D. [Employee is due payment for insufficient return time and is absent during part of the compensation period.](#)
- E. [Employee is due payment for insufficient return time and is absent part of the day prior to the work schedule change. The absence type used does not count towards hours worked for overtime.](#)
- F. [Employee requests to earn compensatory quota in lieu of payment for insufficient return time.](#)
- G. [Employee requests to earn compensatory quota in lieu of payment for insufficient return time and is absent during entire compensation period.](#)
- H. [Employee requests to earn compensatory quota in lieu of payment for insufficient return time and is absent during part of the compensation period.](#)

## Where to Get Help

If you are unsure how to calculate and/or enter insufficient return time in the system, central agency time advisors may submit questions via an [HR help desk ticket](#) in the time category or call the HRSC, Time Services team at 877.242.6007, Option 2. Field time advisors should direct any questions to their Central Agency Time Advisor.

# Insufficient Return Time Examples

The below examples are for employees who are eligible for time and one-half overtime and follow an 8 hour per day/40 hours per week rule for overtime OR an 8 hour per day/80 hours bi-weekly rule for overtime.

## A. Employee is Due Payment for Insufficient Return Time

An employee's work shift from 13:00-21:00 (**7.50 hours**) on 4/21/2020 is changed to 07:30-15:30 on 04/22/2020. The employee is eligible for IT6 and RT from 08:00-13:00 on 04/22/2020. Note, the employee is not due IT6 from 07:30-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday.

Personnel Number		Data Entry Period															
		04/18/2020 - 05/01/2020															
Data Entry Area																	
LT	Ac...	A/...	O.	Val.	basis	P	P..	ID	Position	TU	04/21	From	To	WE	04/22	From	To
											7.50	13:00	21:00		7.50	07:30	15:30
											0.00				9.00		
									IT6						4.50	08:00	13:00
									RT						4.50	08:00	13:00
Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type	Long Text	Σ	Number									
202004		202004	04/21/2020	2681	SDiff 1.0	Prem-Mandated	7.50										
202004		202004	04/21/2020	2100		Normal working hours	7.50										
							<b>15.00</b>										
202004		202004	04/22/2020	2100		Normal working hours	7.50										
202004		202004	04/22/2020	2655		Insuff Time .50-Mandated	4.50										
							<b>12.00</b>										

## B. Employee is due payment for insufficient return time and worked beyond their work shift the day prior to the work schedule change

An employee's work shift from 09:00-17:00 (**7.50 hours**) on 3/5/2020 is changed to 07:30-15:30 on 03/6/2020. The employee worked beyond their work shift from 17:00-18:00 on 3/5/2020. The employee is eligible for IT6 and RT from 07:30-09:00 on 3/6/2020. Note, the employee is due IT6 from 07:30-08:00 because the employee worked more than 8 hours of normal working time in the 24-hour workday.

Personnel Number		Data Entry Period															
		02/22/2020 - 03/06/2020															
Data Entry Area																	
LT	Ac...	A/...	O.	Val.	basis	P	P..	ID	Position	TH	03/05	From	To	FR	03/06	From	To
											7.50	09:00	17:00		7.50	07:30	15:30
											1.00				3.00		
									T1		0.50	17:00	17:30				
									T2		0.50	17:30	18:00				
									IT6						1.50	07:30	09:00
									RT						1.50	07:30	09:00
Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type	Long Text	Σ	Number									
202003		202003	03/05/2020	2100		Normal working hours	7.50										
202003		202003	03/05/2020	2400		OT 1.0	0.50										
202003		202003	03/05/2020	2410		OT 1.5	0.50										
							<b>8.50</b>										
202003		202003	03/06/2020	2655		Insuff Time .50-Mandated	1.50										
202003		202003	03/06/2020	2100		Normal working hours	7.50										
							<b>9.00</b>										

### C. Employee is Due Payment for Insufficient Return Time and is Absent During Entire Compensation Period

An employee's work shift from 13:00-21:00 (**7.50 hours**) on 4/27/2020 is changed to 07:30-15:30 on 04/28/2020. The employee used 7.50 hours of sick leave on 4/28/2020. The employee is eligible for IT6 from 08:00-13:00 on 04/28/2020. Note, the employee is not due IT6 from 07:30-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday. Do NOT enter RT from 08:00-13:00; the absence record replaces the RT.

Absences (2001)												
Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d.		
04/28/2020	04/28/2020	S	7.50			Pd-Sick			1.00	1.		

  

Personnel Number		[REDACTED]	
Data Entry Period	04/18/2020	-	05/01/2020

  

Data Entry Area																	
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	MO	04/27	From	To	TU	04/28	From	To	V
										7.50	13:00	21:00		0.00	07:30	15:30	
										0.00				4.50			
								IT6						4.50	08:00	13:00	

  

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
[REDACTED]	[REDACTED]	202004	04/27/2020	2681	SDiff 1.0 Prem-Mandated	7.50
[REDACTED]	[REDACTED]	202004		2100	Normal working hours	7.50
						<b>15.00</b>
[REDACTED]	[REDACTED]	202004	04/28/2020	2810	Sick Leave Pay	7.50
[REDACTED]	[REDACTED]	202004		2655	Insuff Time .50-Mandated	4.50
						<b>12.00</b>

### D. Employee is Due Payment for Insufficient Return Time and is Absent During Part of the Compensation Period

An employee's work shift from 13:00-21:00 (**7.50 hours**) on 4/13/2020 is changed to 07:30-15:30 on 4/14/2020. The employee used 1.0 hours of annual leave on 4/14/2020 from 07:30-8:30. The employee is eligible for IT6 from 08:00-13:00 and RT from 08:30-13:00 on 4/14/2020. Note, the employee is not due IT6 or RT from 07:30-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday. Do NOT enter RT from 08:00-08:30; the absence record replaces the RT.

Absences (2001)												
Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d.		
04/14/2020	04/14/2020	A	1.00	07:30	08:30	Pd-Annual			0.13	0.		

  

Personnel Number		[REDACTED]	
Data Entry Period	04/04/2020	-	04/17/2020

  

Data Entry Area																	
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	MO	04/13	From	To	TU	04/14	From	To	V
										7.50	13:00	21:00		6.50	07:30	15:30	
										0.00				8.50			
								IT6						4.50	08:00	13:00	
								RT						4.00	08:30	13:00	

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
		202004	04/13/2020	2681	SDiff 1.0 Prem-Mandated	7.50
		202004		2100	Normal working hours	7.50
						<b>15.00</b>
		202004	04/14/2020	2800	Annual Leave Pay	1.00
		202004		2655	Insuff Time .50-Mandated	4.50
		202004		2100	Normal working hours	6.50
						<b>12.00</b>

**E. Employee is Due Payment for Insufficient Return Time and is Absent Part of the Day Prior to the Work Schedule Change. The Absence Type Used Does NOT Count Towards Hours Worked for Overtime.**

An employee's work shift from 14:00-22:00 (8 hours) on 2/24/2020 is changed to 06:00-14:00 on 2/25/2020 and used civil leave on 2/24/2020 from 14:00-16:00. The employee is eligible for IT6 and RT from 08:00-14:00 on 2/25/2020. Note, the employee is not due IT6 from 06:00-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday. Civil leave does not count towards hours worked for overtime.

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d.
02/24/2020	02/24/2020	CIVL	2.00	14:00	16:00	Pd-Civil			0.25	0

Personnel Number: 2681817  
 Data Entry Period: 02/23/2020 - 03/07/2020

Data Entry Area

LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	MO	02/24	From	To	TU	02/25	From	To
										6.00	14:00	22:00		8.00	06:00	14:00
										0.00				12.00		
		IT6												6.00	08:00	14:00
		RT												6.00	08:00	14:00

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
		202002	02/24/2020	2681	SDiff 1.0 Prem-Mandated	6.00
		202002		2850	Civil Leave	2.00
		202002		2100	Normal working hours	6.00
						<b>14.00</b>
		202002	02/25/2020	2100	Normal working hours	8.00
		202002		2655	Insuff Time .50-Mandated	6.00
						<b>14.00</b>

### F. Employee Requests to Earn Compensatory Quota In Lieu of Payment for Insufficient Return Time

An employee's work shift from 14:00-22:00 (**8 hours**) on 3/11/2020 is changed to 06:00-14:00 on 3/12/2020. The employee is eligible for CLE6 and RT from 06:00-14:00.

Personnel Number		Data Entry Period														
		03/08/2020 - 03/21/2020														
Data Entry Area																
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	WE	03/11	From	To	TH	03/12	From	To
										8.00	14:00	22:00		8.00	06:00	14:00
										0.00				16.00		
		CLE6												8.00	06:00	14:00
		RT												8.00	06:00	14:00

  

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
		202003	03/11/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202003		2100	Normal working hours	8.00
						<b>16.00</b>
		202003	03/12/2020	2100	Normal working hours	8.00
						<b>8.00</b>

  

Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descript.	ΣNumber
		202003	03/12/2020	4015	Compensatory Accrual	4.00
						<b>4.00</b>

### G. Employee Requests to Earn Compensatory Quota In Lieu of Payment for Insufficient Return Time and is Absent During Entire Compensation Period

An employee's work shift from 13:00-21:00 (**7.50 hours**) on 03/26/2020 is changed to 07:30-15:30 on 03/27/2020 and used 7.50 hours of annual leave on 3/27/2020. The employee is eligible for CLE6 from 08:00-13:00 on 03/27/2020. Note, the employee is not due CLE6 from 07:30-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday. Do NOT enter RT from 08:00-13:00; the absence record replaces the RT.

Absences (2001)										
Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d.
03/27/2020	03/27/2020	A	7.50			Pd-Annual			1.00	1.

  

Personnel Number		Data Entry Period														
		03/21/2020 - 04/03/2020														
Data Entry Area																
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	TH	03/26	From	To	FR	03/27	From	To
										7.50	13:00	21:00		0.00	07:30	15:30
										0.00				4.50		
		CLE6												4.50	08:00	13:00

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
		202003	03/26/2020	2681	SDiff 1.0 Prem-Mandated	7.50
		202003		2100	Normal working hours	7.50
						<b>15.00</b>
		202003	03/27/2020	2800	Annual Leave Pay	7.50
						<b>7.50</b>
Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descrpt.	ΣNumber
		202003	03/27/2020	4015	Compensatory Accrual	2.25
						<b>2.25</b>

## H. Employee is Due Payment for Insufficient Return Time and is Absent During Part of the Compensation Period

An employee's work shift from 13:00-21:00 (**7.50 hours**) on 4/13/2020 is changed to 07:30-15:30 on 4/14/2020. The employee used annual leave from 10:00-11:00 on 4/13/2020. The employee is eligible for CLE6 from 08:00-13:00, and RT from 08:00-10:00 and 11:00-13:00 on 4/14/2020. Note, the employee is not due CLE6 from 07:30-08:00 because the employee is NOT eligible for time and one-half until after working 8.0 hours on the scheduled workday. Do NOT enter RT from 10:00-11:00; the absence record replaces RT.

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d
04/14/2020	04/14/2020	A	1.00	10:00	11:00	Pd-Annual			0.13	0.

Personnel Number: [REDACTED]

Data Entry Period: 04/04/2020 - 04/17/2020

Data Entry Area																
LT	Ac...	A/...	O.	Val. basis	P	P..	ID	Position	MO	04/13	From	To	TU	04/14	From	To
										7.50	13:00	21:00		6.50	07:30	15:30
										0.00				7.50		
		CLE6												4.50	08:00	13:00
		RT												1.50	08:30	10:00
		RT												1.50	11:00	13:00

Pers.N...	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	ΣNumber
		202004	04/13/2020	2681	SDiff 1.0 Prem-Mandated	7.50
		202004		2100	Normal working hours	7.50
						<b>15.00</b>
		202004	04/14/2020	2100	Normal working hours	6.50
		202004		2800	Annual Leave Pay	1.00
						<b>7.50</b>
Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descrpt.	ΣNumber
		202004	04/14/2020	4015	Compensatory Accrual	2.25
						<b>2.25</b>

