



Your Financial  
Partner @ Work

## **TITLE 38**

**RUSS HESSON**  
**Denver Civilian**  
**Payroll Office**  
**Defense Finance and**  
**Accounting Service**

**OCTOBER 2004**

- **Title 38 Pay**
- **Title 38 Eligibility Indicators and Calculations for Alternate Rate**
- **Location of Alternate Rate and Title 38 Indicator**
- **New Time and Attendance Codes for Premium Pay**

- **Title 38 pay is set up for employees in the medical field.**
- **Registered Nurse (all specialties), Dental Assistant, Dental Hygienist, & Dental Laboratory Technician, and Physician Assistant are now eligible for new entitlements and additional pay.**

# Title 38 Eligibility Indicators



- There are two Title 38 indicators, “K” and “L”. (Only “K” applies to MEDCOM)
- K = Partial Title 38, hired under Title 5 authority for BASE pay and Title 38 for **ADDITIONAL** pay.
- L = Full, hired under Title 38 for BASE pay and **ADDITIONAL** pay.

# Calculation of Alternate Rate



- Title 38 indicator “K”
  - BASE PAY
- Annual salary divided by 2087 hours
  - ADDITIONAL PAY
    - Annual salary divided by 2080 hours
    - This is the ALTERNATE RATE

# Calculation of Alternate Rate



- Title 38 indicator “L”
  - **BASE AND ADDITIONAL PAY**
    - Annual rate divided by 2080 hours
    - This is the ALTERNATE rate
    - Base and **Additional Pay** are both calculated on the Alternate rate

# Alternate Rate and Title 38 Indicator

## PAY RATES AND APPOINTMENT

EMPLOYEE ID 999 99 9999	NAME	HOTLIPPS
GR/UNGR IDC G FLSA E	ACT/ORG	WXE9AA 22
PAY PLAN/SERIES GS 0610	EOD DT	05 21 00
GRADE 09 STEP 04	EMPLOYEE: TYPE CODE	V
HOURLY 21.32	STA CD/NTE M / 05 07 06	SCD LEAVE 11 30 95
ANNUAL 44500.00	RETAINED:	DT LAST 05 18 03
ASTERISK	PN/STEP/GRADE	PROB/TRI
SCHEDULED DAY	LOCALITY PERCENT	SPEC PGM IDC 00
CLASSROOM DAY	PAY TABLE NUMBER	T.ASG: CODE
ALT RATE 1/2 <b>21.39</b>	T.POS: CODE	NTE DT
PAY BASIS PA T38 IDC <b>K</b>	NTE DT	STATE RESIDENCE MI
RETIRE: CODE N IDC 0	NTE HRS	APPL DIS RETIRE 0
SCH F / PCA N / 12-PAY	HRS TD	NEW HIRE IDC 0
BIWK HRS 80.00 CITIZEN 1	NTE AMT	DAYS: SCHOOL YR
PRD 0 NTE DT	AMT TD	CLASS ROOM
GLO/LEO IDC 265319081 / 0	CONT SERV DATE 05 21 00	SPL-EMP / FF-IDC
LOCALITY % 10.90	ANNUITANT: INDICATOR 9	TSP: RATE 21.32
LOCALITY PMT 4374.00	ANNUITY	STATUS CD Y
PAY TABLE NUMBER	OFFSET /	STATUS DT 05 21 00
ENV 10/2 RATE	SEP CD / PERF SYS	ELIG DT 01 14 01
		RESERVE CAT L C-TYP 124

- If Title 38 codes are rejecting when being input on the timecards, please verify on the MER that they are properly coded. If they do not have the Title 38 indicator you will need to contact personnel to have the IDC interfaced to payroll. Payroll cannot input this IDC.



- **SATURDAY:**

- **SW** Regular time worked on Saturday (also valid on Friday if the Friday time continues into Saturday)
- **CW** Comp time worked on Saturday
- **L3** Military Leave on Saturday (just like regular military leave)
- **L5** Court Leave on Saturday (just like regular court leave)

# T&A Codes for Title 38 (continued)



## T&A TIMECARD FORMAT 1

SITE ID	BLK	ACT	ORG	EMPLOYEE ID	DATE	NAME					
	781	W111111	H1H1111	999 99 9999	10 02 04	HOTLIPPS					
SUP DATE EFF	09/05/04	EMP STA CD	A	GR/UNGR IDC	G	EMP TYP CD	R	WKD	SCD	F	
SCD DATE EFF	06/07/03	TA STA CD	A	JON							AWS 1
	SUN	MON	TUE	WED	THU	FRI	SAT	PLTN	ROT		
TOUR (WK 1)	.00	.00	8.00	8.00	8.00	8.00	8.00				
TYP HRS/SFT	0	0	RG 0	RG 0	RG 0	RG 0	RG 0				
NIGHT DIFF	.00	.00	.00	.00	.00	.00	.00				
TOUR (WK 2)	.00	8.00	8.00	8.00	8.00	8.00	.00				
TYP HRS/SFT	0	RG 0	RG 0	RG 0	RG 0	RG 0	0				
NIGHT DIFF	.00	.00	.00	.00	.00	.00	.00				
	TYP				E/H	LST	TEM	NIGHT	INJ	ALT	
AC	WK	DY	HR	HOURS	JOB ORDER	OTH	HR	SFT	DIFF	NO	IDC
__	1	2	__	.00	_____	__	N	__	__	__	__
__	1	3	RG	8.00	_____	__	N	__	__	__	__
__	1	4	RG	8.00	_____	__	N	__	__	__	__
__	1	5	RG	8.00	_____	__	N	__	__	__	__
__	1	6	RG	8.00	_____	__	N	__	__	__	__
__	1	7	SW	8.00	_____	__	N	__	__	__	__
__	1	7	CW	3.00	_____	__	N	__	__	__	__

**EXAMPLE:** Saturday worked and Comp time Saturday worked.



- **SUNDAY:**

- **SG** Regular time worked on Sunday (also available on Saturday if the Saturday time continues into Sunday)
- **CS** Comp time worked on Sunday
- **L2** Court Leave on Sunday (just like regular court leave)
- **L4** Military Leave on Sunday (just like regular military leave)



- **HOLIDAY:**

- “HA” Holiday worked on Saturday
- “HU” Holiday worked on Sunday
- “CH” Comp time worked on a holiday
- “HG” Holiday worked



- **OVERTIME:**
- **Coding for overtime in 15 minute increments or 2-hour minimum**
  - **OW** Overtime worked on a Saturday (also valid on Friday if the Friday time continues into Saturday)
  - **OD** Overtime worked on a Sunday
  - **OH** Overtime worked on a Holiday
  - **OS** Regular Scheduled overtime
  - **OU** Regular Unscheduled overtime



## • ON CALL

- “**OB**” On Call for hours outside of the regular schedule (available to come back to work if needed)
- “**LE**” Holiday On Call is for when an employee is away from work on the holiday (available to come back to work if needed during the regular schedule)
- “**HC**” Holiday work callback during the regular schedule (if an employee was on “LE”, change the code to “HC” when they are called back and they arrive at the duty station)



- **ON CALL (continued)**

- **“OB” – ON CALL – IF THEY ARE CALLED IN, THE CODE NEEDS TO BE CHANGED TO “OC” WHEN THEY ARRIVE AT THE DUTY STATION.**
- **“LE” – HOLIDAY ON CALL – IF THEY ARE CALLED IN, THE CODE NEEDS TO BE “HC”.**



- **Night DIFFERENTIAL:**
  - **This will be coded in the same manner as Night differential under Title 5, except it will have a different pay code of “NT”.**

- **DCPS CSR USERS MANUAL**

- **SECTION “H”**

- **Chapter 6 - T&A codes**

- **<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Csruserm.htm>**

- **DCPS PAYROLL OFFICE ADVISORY**

- **RELEASE 04-1**

# DFAS

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