

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRO-Z

04 November 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supervisor and Timekeeper Responsibilities for Completing and Submitting Pay Timecards for Technicians in an Absent-US (AUS) Status

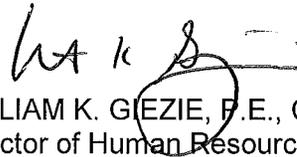
1. Policy Replacement. This Policy Memorandum replaces Policy Memorandum, Subject: Procedures for Requesting Paid Military Leave While Absent-US (AUS) dated 25 May 2016.
2. When a technician is placed in an AUS status to perform active military service (e.g. AGR, T32 or T10 active duty) they remain a part of the technician program until they either resign, return to technician duty or the 5 years of non-exempt USERRA restoration rights have expired, whichever occurs first. Technicians in an AUS-status will remain in the technician pay system unless they resign or are separated. Therefore they must continue to be accounted for in the pay system for that same period.
3. When technicians enter into an AUS status, their technician supervisors and timekeepers must continue to submit timecards for them for the entire AUS period (until returned to technician duty or separated from the technician program, whichever is earlier). To prevent pay problems, supervisors and timekeepers must adhere to the following guidance and procedures for all AUS-status technicians:
  - a. Timecards for technicians in AUS status must continue to be completed and submitted by the *technician's supervisor* every pay period, to the local timekeeper; based on the organizational technician hierarchy of the unit / work center that the technician occupied **before** beginning the AUS period. This includes both current and future supervisors responsible for the position that the technician occupied, before beginning the AUS tour, even if the technician position is eliminated during the AUS period. To reiterate: These procedures must be followed for the duration of the technician's AUS period until he/she restores back to the technician program or is separated from the technician program, whichever is earlier.
  - b. Failure to complete and submit timecards every pay period will cause significant pay issues for technicians in an AUS status. The technician pay system is programmed to err on the side of the technician: i.e. if a time card is not submitted for an individual (who remains in the pay system), then the pay system will **automatically** pay the individual. When this happens for an AUS-status technician, an unauthorized dual-compensation condition is created (i.e. he/she will be paid for both his/her AUS duty and his/her technician position). This condition will ultimately cause the AUS-status technician to incur a debt. Therefore, it is imperative that the supervisors responsible for the *positions* that technicians occupied **before** entering an AUS status strictly adhere to these procedures.

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4. **Point of emphasis.** The unit in which the member is serving in an active service military capacity (during an AUS tour) is not necessarily responsible for submitting these time cards; unless, however, that unit also happens to be the same unit in which the member's technician position also resides. The unit (and supervisor) of the technician position is the responsible unit.
5. For reference and tracking purposes, a listing of current Army technician personnel, in AUS status, and a listing of Army timekeepers are posted on HRO's portion of TAGNet, on the right-hand side of that site. A listing of Air technicians in AUS status will be sent to Air Human Resource (HR) Remotes for distribution within each Wing and GSU.
6. For additional information, contact CPT Daryl Scott at 614-336-7121/DSN 346-7121 or daryl.g.scott.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



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