Service Computation Date (SCD) Calculation

Darren Rechel
Valencia Bellfield
## Objectives

1. State the purpose for SCDs
2. Describe the basic method for computing SCDs
3. Calculate SCDs involving:
   - Prior service periods
4. Breaks in service
5. Excess leave without pay
References

- Title 5, United States Code, Chapter 83/84 CSRS/FERS
- Title 5, Code of Federal Regulations, Parts 1603.3; 351.503 & 351.504
- CSRS and FERS Handbook, Chapter 20 & 22
- Guide to Processing Personnel Actions, Chapter 6
Many benefits that Federal employees receive are linked to the amount of time they have been employed. SCD is a method used as a standard way to determine eligibility for these benefits.
A date, either actual or constructed, used to determine benefits, which are generally based on how long the employee has worked for the Federal government.
An employee may have 4 SCDs

- **Reduction-in-Force**
  Used to determine who gets demoted or separated during a RIF

- **Leave**
  Used to determine rates at which annual leave is earned

- **Retirement**
  Used to determine eligibility for retirement

- **Thrift Savings Plan**
  Used to determine eligibility for TSP vesting (FERS ONLY)
If the employee has no prior creditable service at time of appointment, all 4 SCDs are the same as the calendar date on which the employee is appointed.

A rehired employee who has prior creditable and/or military service will have a recomputed SCD referred to as a constructed SCD.

To construct the SCD you must have all prior Federal service.
Adding and Subtracting Dates
Adding and Subtracting Dates

**Rule Number 1**

Convert the dates to a *year-month-day* format.

- Date to convert From: June 14, 2007
  - Converts to: 2007 – 06 – 14

**Rule Number 2**

Subtract the beginning date from the ending date.

- Ending date: 2007 – 10 – 31
- Beginning date: 2004 – 05 – 30
  - 3 – 05 – 01

**Rule Number 3**

ALWAYS Add one day to the ending date, unless ending date is the 31st of the month.

Do you need to add a day if the ending date is 2009-04-30?
If the ending date is the last day of February, make it February 30th, then add a day.

February 28\textsuperscript{th} converts to February 30\textsuperscript{th} +1 = February 31\textsuperscript{st} (for computation purposes)

If the beginning date is the 31\textsuperscript{st} of the month, change it to the 30\textsuperscript{th}

<table>
<thead>
<tr>
<th>Ending date</th>
<th>2007 – 02 – 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning date</td>
<td>- 2004 – 01 – 31</td>
</tr>
</tbody>
</table>

\[
2007 – 02 – 30 +1 \\
- 2004 – 01 – 30 \\
03 – 01 – 01 = 3 \text{ years}, 1 \text{ month} \text{ and} 1 \text{ day}
\]
What is the amount of service from March 18, 1995, through September 18, 1996?

Apply the rules:

- Convert the dates to Y-M-D format
- Add a day to the ending date
- Subtract the beginning date from the ending date

Rules Applied:


1996 – 09 – 19
- 1995 – 03 – 18
  01 – 06 – 01
An employee was first hired on August 20, 2000, and resigned on July 6, 2003.

How many years, months, and days of service does this employee have?

- Convert the dates to Y-M-D format
- Add a day to the ending date
- Subtract the beginning date from the ending date

Rules Applied:

7/06/2003, +1 day becomes 2003 – 07 – 07
8/20/2000, remains 2000 – 08 – 20

2003 – 07 – 07
- 2000 – 08 – 20
?? – ?? – ??
What do you do?

2003 – 07 – 07
- 2000 – 08 – 20
?? – ?? – ??

Since 20 cannot be subtracted from 7, you will need to borrow.

1 month = 30 days

1 year = 12 months
Employee has 2 years 10 months 17 days of service.
Compute Length of Service from dates shown:

**Exercise 1**
- EOD - September 16, 1998
- Resign - November 03, 2004

**Answer 1**
- 06 years – 01 mths – 18 days

**Exercise 2**
- EOD - December 08, 1987
- Termination - June 29, 1989

**Answer 2**
- 01 year – 06 mths – 22 days
Computing a Break in Service

**Rules:**

1. A break in service is a separation that **exceeds** 3 calendar days.

2. Service credit is given as though employee never separated if the break in service is 3 days or less.

3. The break in service begins the day after the actual separation date.

*Separations are effective at midnight on the effective date.*
An employee resigned on November 13, 2000, and was rehired on November 17, 2000. Is the break in service more than 3 days?

Apply the rules:

Resignation: 11 - 13 - 2000  
EOD: 11 - 17 - 2000

Rules applied:

11/13/2000, becomes 2000 - 11 - 14
11/17/2000, becomes 2000 - 11 - 17

2000 – 11 – 17
- 2000 – 11 – 14
00 – 00 – 03
## Class Exercises

**Compute the break in service:**

<table>
<thead>
<tr>
<th>Exercise 1</th>
<th>Exercise 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Answer 1</th>
<th>Answer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 day break in service (no break in service)</td>
<td>7 day break in service</td>
</tr>
</tbody>
</table>
Retirement SCD

No Prior Service
Retirement SCD = actual date of hire

Previous Service
Retirement SCD is constructed using previous service subtracted from date of rehire.
Example of computing length of service

Employee has 2 years 10 months 17 days of service.
You rehired an employee on January 17, 2006, with the following length of service:

2yrs – 10mths – 17days

What is the new Retirement SCD?

Entrance on Duty (EOD) Date

- Prior Creditable Service

= New Retirement SCD
Computing SCDs with Prior Service

What is the new Retirement SCD?

Apply the rules:

Prior Service: 2y - 10m - 17d
EOD: January 17, 2006

Rules applied:

01/17/06, becomes 2006 - 01 - 17
Subtract the prior service

\[
\begin{align*}
2005 & - 13 \\
2006 & - 01 - 17 \\
- & 02 - 10 - 17 \\
2003 & - 03 - 00
\end{align*}
\]

New SCD = March 00, 2003??
## Converting to Realistic Dates

<table>
<thead>
<tr>
<th>Rules for Conversion</th>
<th>From the Previous Slide</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>• When proper month/day is not created, use rules applied in GPPA, Chapter 6, Figure 6-5.</td>
<td>2003-03-00 converts to ?</td>
<td>1985-17-36 converts to ?</td>
</tr>
<tr>
<td>• For leap year, change 28 days to 29 days.</td>
<td></td>
<td>• Subtract 30 from 36 = 6 days</td>
</tr>
<tr>
<td>• Change more than 30 days to months and days.</td>
<td></td>
<td>• Add 30 days or 1 month to 17 months = 18 months</td>
</tr>
<tr>
<td>• Change more than 12 months to years and months.</td>
<td></td>
<td>• 18 months converts to 1 year and 6 months</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th></th>
<th></th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer:</strong> 2/28/2003</td>
<td></td>
<td><strong>Answer:</strong> 1986-06-06 or June 06, 1986</td>
</tr>
</tbody>
</table>
Class Exercises

Convert to Realistic Dates

**Exercise 1**

1992-07-00 converts to ?

**Answer 1**

1992-07-00 converts to 1992-06-30

**Exercise 2**

2000-03-00 converts to ?

**Answer 2**

2000-03-00 converts to February 29, 2000
(2000 was a Leap Year)
### What is LWOP?

- A period of **approved** leave **without pay**.
- In general, 6 months of LWOP in **one calendar year** is creditable without affecting the SCDs.
- LWOP in **excess** of 6 months in **one calendar year** is not creditable.

### Exception

- May receive credit for entire period of LWOP if receiving benefits from the Office of Workers’ Compensation Programs (OWCP) and carried on the rolls of the agency in LWOP status or

### Exception

- Receive credit for entire period of separation during which a former employee was performing active military duty if reemployed in Federal service to a retirement covered position.
Does Mary Ellen have Excess LWOP?

No

(less than 6 months in one calendar year)

Example

Computing Excess Leave Without Pay (LWOP)

Mary Ellen was first hired July 12, 1997

-She went on LWOP March 08, 2000 and,

-Returned to duty on July 27, 2000
Computing Excess Leave Without Pay (LWOP)

Jim’s current SCD is:  
July 12, 1999

He went on LWOP:  
May 18, 2003

Returned to duty:  
March 15, 2004

Ending Date of LWOP:  
March 14, 2004

Does Jim have excess LWOP?

Step 1  
Calculate length of LWOP to see if there is any EXCESS LWOP in EACH calendar year.

Step 2  
Calculate EXCESS LWOP by subtracting 6 months from total LWOP in EACH calendar year.

Step 3  
Compute new SCD by ADDING EXCESS LWOP to the current SCD.
# Computing Excess Leave Without Pay (LWOP)

## Step 1 (calendar year 03)
For CY 03, subtract 05-18-2003 (LWOP beginning date) from 12-31-2003 (last day of CY 03).

- **Last day CY 03:** 2003 - 12 - 31
- **Beginning LWOP date:** 2003 - 05 - 18
- **Total LWOP for CY 03:** 00 - 07 - 13

## Step 2
Subtract 6 months from total LWOP.

- **Total LWOP for CY 03:** 07 - 13
- **LWOP allowed in CY:** 06 - 00
- **Total LWOP for CY 03:** 01 - 13

## Step 1 (calendar year 04)
For CY 04, subtract the beginning date of CY 04 from the ending date of LWOP +1 day.

- **Ending date of LWOP:** 2004 - 03 - 14
- **Beginning date of CY 04:** 2004 - 01 - 01
- **Total LWOP for CY 04:** 00 - 02 - 14

## Step 3
Add EXCESS LWOP to the current SCD.

- **Jim’s Current SCD:** 1999 - 07 - 12
- **Excess LWOP in CY 03:** + 00 - 01 - 13
- **New SCD:** 1999 - 08 - 25
  (August 25, 1999)
Exercise 1
Current SCD: 10/11/1984
LWOP: October 07, 1999, through August 02, 2000

Answer 1
November 13, 1984
New SCD

Exercise 2
Current SCD: 12/30/2001
LWOP: June 07, 2004, through March 30, 2005

Answer 2
January 24, 2002
New SCD
Two Methods for Computing SCDs
Method 1 & Method 2

Computation for use with Worksheet SF-144
### Method 1

- Enter in Column A, the beginning dates of the employee’s prior periods of service, as well as the EOD date for the current appointment.
- Enter in Column B, the separation dates for each period of service. Add 1 day to each separation date (*do not add 1 if it is the 31\(^{st}\)*).
- Total the figures in Columns A & B.
- Subtract the total of Column B from A.
- Convert to a realistic calendar date, if necessary.

### Method 1 Example

**Service History:**
- 11-14-1970 to 04-24-1990
- 06-20-1993 to 04-21-1994
- 03-12-1997 to present

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B +1</th>
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<tbody>
<tr>
<td>1970-11-14</td>
<td>1990-04-25</td>
</tr>
<tr>
<td>1993-06-20</td>
<td>+1994-04-22</td>
</tr>
<tr>
<td>+1997-03-12</td>
<td>3984-08-47</td>
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<tr>
<td>5960-20-46</td>
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</tbody>
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**New SCD 1976-11-29**
## Two Methods for Computing SCDs
Computation for use with Worksheet SF-144

### Method 2

- Compute the amount of creditable service for each period of employment by subtracting the beginning date from the ending date. Add 1 day to each separation date (do not add 1 if it is the 31st).

- Add each period together.

- Subtract total length of service from EOD date.

- Convert to a realistic calendar date, if necessary.

### Method 2 Example

**Service History:**
- 11-14-1970 to 04-24-1990
- 06-20-1993 to 04-21-1994
- 03-12-1997 to present

1. **1st period of service:**
   
   - 1989-16-25
   - 1990-04-24 (+1 day)
   - 1970-11-14
   - 19-05-11

2. **2nd period of service:**
   
   - (1993-16-22)
   - 1994-04-21 (+1 day)
   - 1993-06-20
   - 00-10-02

3. **Add length of periods of service**
   
   - 19-05-11
   - + 00-10-02
   - 19-15-13 = 20-03-13
Two Methods for Computing SCDs

Method 2 (continued)

4. Subtract total length of service from EOD

1996-14-42
1997-03-12
- 20-03-13
1976-11-29 =

New SCD
Determine the correct SCD:

**EOD**

**Separation**

1. DoDEA 01/17/79  04/08/85
2. DISA 04/16/85  04/17/86
3. DOT 05/22/88  07/19/90
4. GSA 08/26/91  02/01/94
5. DLA 06/12/95  06/11/98
6. DoDEA 05/08/08  Present

**Method 1**

Or

**Method 2**

Class Exercises
## Answers to Methods 1 & 2

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<tr>
<td>1)</td>
<td>03 09</td>
<td>2)</td>
<td>18</td>
<td>3)</td>
<td>06 20</td>
<td>4)</td>
</tr>
<tr>
<td>06-02-22</td>
<td>01-00-02</td>
<td>02-01-28</td>
<td>02-05-06</td>
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<tr>
<td>5)</td>
<td>12</td>
<td>6)</td>
<td>06-02-22</td>
<td>7)</td>
<td>7 04 38</td>
<td>EOD</td>
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<td>1998-06-11</td>
<td>01-00-02</td>
<td>2008-05-08</td>
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<td>-1995-06-12</td>
<td>02-01-28</td>
<td>- 14-09-28</td>
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<tr>
<td>03-00-00</td>
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<tr>
<td>+ 03-00-00</td>
<td>1993-07-10</td>
<td>NEW SCD</td>
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<tr>
<td>14y-08m-58d</td>
<td>NEW SCD</td>
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<tr>
<td>-30d</td>
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<tr>
<td>+01</td>
<td>Converted</td>
<td>14y-09m-28d</td>
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<tr>
<td>11946-29-101</td>
<td>9953-23-61</td>
<td>1993-06-40</td>
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<tr>
<td>Separation</td>
<td>Converted</td>
<td>NEW SCD</td>
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<tr>
<td>1993-7-10</td>
<td>NEW SCD</td>
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</table>
Summary

- The Definition of SCD
- Actual SCD and Constructed SCD
- 4 Different Types of SCDs
- What is Considered a Break in Service
- The Purpose of the Retirement SCD

Business Plan highlights
Questions?