

From: NY [REDACTED]

To: Undisclosed recipients::

Subject: Pay-Period 5 WebTA SPECIAL CASE CODE 475 "NEW YORK REDACTION PROJECT"

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Importance: Normal

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FEDERAL BUREAU OF INVESTIGATION

The below is being disseminated by the NYOC with approval from the MSD SAC:

Pay-period 5 has closed. All corrections needed, regarding Special Case Code 475, will need to be entered tomorrow when WebTA opens back up.

Please reach out to your Timekeeper to add the Special Case Code and make all necessary corrections. If your Timekeeper is out of the office, please reach out to MS-50 Human Resources Unit 2 -> NY_OS50_HRU2@fbi.sgov.gov for assistance.

The A/ADD approved Special Agent (SA) and Professional Staff (PS) overtime and a bi-weekly pay cap waiver up to the annual premium pay cap for employees scheduled to support the Epstein Redaction Project.

We have created WebTA Special Case Code (SCC) 475 called "NEW YORK REDACTION PROJECT" for SAs and PS. The SCC is active beginning **03/09/2025** and is available until **04/05/2025**.

For **Professional Staff**, overtime can be claimed **retroactively starting 03/09/2025**.

For **Special Agents**, overtime can be claimed **starting 03/23/2025**, in accordance with OPM regulations. If CID has not yet initiated an EC for the SCC, we'd ask your team to please do so at their earliest convenience.

Please note that although the waiver up to the annual pay cap was approved, employees may see their pay checks limited to the current bi-weekly cap based on their FLSA status. The FBI may not pay the amounts earned above the bi-weekly cap each pay period to employees until the end of the calendar year when annual earnings are calculated and final payments are determined. If amounts earned in excess of the bi-weekly pay cap have caused the annual earnings to exceed the annual premium pay cap, only those amounts up to the annual premium pay cap can be paid. All other earnings must be forfeited. The annual premium pay cap in a given locality is the greater of the annualized rate payable at the end of the calendar year for either 1) GS-15, step 10 (including locality) or 2) level V of the executive schedule. For the annual premium pay cap in your locality, please visit www.opm.gov. Additional information regarding FLSA status and the impact on overtime earnings can be found within HRD's [FLSA Fast Facts](#).

Below is standard guidance on SCCs and WebTA. Please communicate the guidance to the HQ and field divisions with personnel scheduled and approved to work in support of the Epstein Redaction Project.

Special Case Code and WebTA Guidance:

- Timekeepers must manually add the special case code to each employee's timecard profile before they will be able to select the code.
- When the employees are reporting their time, they will need to separate out any OT or compensatory time by selecting the special case code from the drop down. All other time should be reported as normal.
- HQ and field divisions with employees scheduled and approved for OT should regularly evaluate and plan for scheduled shifts and options for alternative scheduling in advance of the administrative workweek (i.e., prior to midnight Sunday).

Special Agent OT:

- All Agent OT must be scheduled and approved in advance.
- Any Agent OT not scheduled in advance should be counted as AVP.
- Agents may only claim OT for hours that were scheduled in advance of the administrative workweek.
- All Agents must account for their full 80 hour tour of duty (i.e., through regular hours worked and/or leave) during the pay period.
- Any time that is claimed as OT will not count toward an Agent's regular 80 hours.
- For an Agent's regular workday, the first 8 hours are regular time, the next 2 hours are AVP, and anything over that total is OT.
- The FBI has the ability to adjust employees' schedules to reduce the cost to the Bureau (i.e., overtime). Immediate supervisors can set their employees' workweek but it needs to be done in writing in advance.
- The above guidelines apply to TDY personnel as well as personnel working within their home division.
- When the bi-weekly premium pay cap is reached, depending on the employees' position and FLSA status, employees may still be ordered to perform OT work without receiving further compensation.

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