



# EVOLVE EXPANDEXCEL

## Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



# Service Computation Dates

Bill Russo & Valencia Bellfield | September 29, 2022

# Objectives

- **Define SCDs**
- **Adding and Subtracting Dates**
- **Computing Period of Service**
- **Calculate the length of time to be used in determining periods of creditable service**
- **Methods 1 & 2**

# References

- **5 U.S.C. Sections**
  - **6303; 8332; 8411**
- **Title 5 Code of Federal Regulations**
  - **351.503; 351.504**
  - **831 Subpart C**
  - **842 Subpart C**
- **Guide to Personnel Processing**  
**Chapter 6**
- **CSRS/FERS Handbook Chapter 20, 22**  
**and 50**
- **Benefits Administration Letters**

**A date, either actual or constructed, used to determine benefits, which are based on how long the employee has worked for the Federal government**



**Service Computation Date  
(SCD)**

# Adding



# Subtracting Dates

## Calculations



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

# Computing Periods of Service

## Rules for adding and Subtracting Calendar Dates:

- Subtracting the beginning date from the ending date
- Add one day to the ending date, unless ending date is 31
- If the ending date is the last day of February, make February 30, then add a day
- If the beginning date is 31 of the month, change it to 30

# Computing Periods of Service

A. Subtract beginning date from ending date, add a day to the separation date.

Beginning Date: 01-01-1989	<del>1989-01-30</del>	31
Ending Date: 01-30-1989	<u>- 1989-01-01</u>	00-00-30

B. For retirement SCDs, don't add 1 day to separation if it's already the 31<sup>st</sup>.

Beginning Date: 01-01-1989	1989-03-31
Ending Date: 03-31-1989	<u>- 1989-01-01</u>
	00-02-30

C. Feb rule - don't apply for civilian service in leave SCD.

	31
	<del>30</del>
Beginning Date: 01-01-1989	1989-02-28
Ending Date: 02-28-1989	<u>- 1989-01-01</u>
	00-01-30

D. Borrowing to aid subtraction.

	15-46	<i>borrow 1 year / 12 months</i>
Beginning Date: 06-21-1980	<del>1985-04-15</del>	<i>borrow 1 month / 30 days</i>
Ending Date: 04-15-1985	<u>- 1980-06-21</u>	<i>add 1 day to separation day</i>
	04-09-25	

# Computing Periods of Service Example

- **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?**



# Computing Periods of Service Answer

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

***Length of Service: 02 - 10 - 17***

You rehired this employee on January 17, 2006.  
What is the new retirement SCD assuming a FERS  
refund was NOT taken upon last separation?

***New SCD: February 28, 2003***

**Entrance of Duty (EOD)**  
**- Prior Creditable Service**  
**New Retirement SCD**

**Computing SCD**



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

## Is the break in service more than 3 days?

A break in service begins the day after separation and ends the day before rehire/EOD (because we add a day to the ending day when computing a period of service, we use the RTD or EOD for simplicity)

*Resignation:*            **11-13-2000**

*EOD:*                      **11-17-2000**

# Computing Break in Service



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

**Break is less than 4 days, no break in service**

**Break Ended: 2000 – 11 – 17**

**Break Began: -2000 – 11 – 14**

**3 days**

**Computing Break in Service**



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

## Converting to a realistic calendar date

**Example 1: 1985-17-36 converts to**

\_\_\_\_\_

**Example 2: 1992-07-00 converts to**

\_\_\_\_\_

**Example 3: 2000-03-00 converts to**

\_\_\_\_\_

# Realistic Calendar Dates

## Converting to a realistic calendar date

Example 1: 1985-17-36 converts to: **1986-06-06**

Example 2: 1992-07-00 converts to: **1992-06-30**

Example 3: 2000-03-00 converts to: **2000-02-29**

# Realistic Calendar Dates



**EVOLVE EXPANDE XCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

## **Adjusting SCDs for periods of Excess LWOP**

**Employee with a Service Computation Date  
(SCD) of 07-12-1999 goes out on LWOP  
beginning 05-18-2003 and does not return  
duty until 03-15-2004**

**Excess LWOP Example**



**EVOLVE EXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

**Employee with a SCD of 07-12-1999 goes on  
LWOP on 05-18-2003 and does not return until  
03-15-2004**

**CY 03 – (1 month and 13 days Excess LWOP)**

**CY 04 – (No Excess); used 2 months and 14 days**

**NEW SCD: 08-25-1999**

**Note: If employee goes on LWOP in CY 04, recalculate  
LWOP to reflect 2 months and 14 days**

## **Excess LWOP Example**



**EVOLVE EXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM



# Two Methods

Two methods for computing SCDs

**METHOD 1**

**METHOD 2**



**EVOLVEEXPANDEXCEL**  
Emerge to Greater Heights

2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

# Method 1

- Enter in Column A, the beginning dates of the employee's prior periods of service to include EOD date for the current appointment
- Enter in Column B, the separation dates for each period of service

***\*Remember, to add a day to each separation date, except when day is 31***

# Method 1

- **Total the figures in Columns A and B**
- **Subtract the total of Column B from Column 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 (EOD)

<u>Column A</u>	<u>Column B</u>
1970-11-14	
1993-06-20	1990-04-25
+ <u>1997-03-12</u>	+ <u>1994-04-22</u>
<u>5960-20-46</u>	<u>3984-08-47</u>

Total A 5960-20-46

Total B 3984-08-47  
1976-11-29

**New SCD: November 29, 1976**

## Method 2

- **Compute the amount of creditable service for each period of employment by subtracting the beginning date from the ending date**

*\*Add a day to each separation date, except when day is 31*

- **Add each period of service**
- **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 (EOD)

First Period:	Second Period:	SCD Adjustment:
1990-04-25	1994-04-22	1997-03-12
- <u>1970-11-14</u>	- <u>1993-06-20</u>	- <u>20-03-13</u>
19-05-11	00-10-02	1976-11-29

Total Length of Service: **20-03-13**

New SCD: **November 29, 1976**

# Questions & Exercise

