

For: FSA Employees

Instructions for Payroll Accounting in WebTA for Pay Period (PP) 20 T&A Reporting

Approved by: Administrator



1 Overview

A Background

As FSA moves from FY 2011 to FY 2012, PP 20 will be split between 2 FY's. September 25 through 30, 2011, falls in FY 2011 and October 1 through 8, 2011, falls in FY 2012. It is imperative that payroll accounting data be correct to ensure the accuracy of reports, budget allotments, and activity reporting data. T&A data is currently used as the basis for the following:

- numerous reports; including monthly obligation reports that, if incorrect, can lead to erroneous budget projections and cause significant under or over spending
- Budget and Performance Management System (BPMS) budget model calculations of the average cost per staff year that are the basis for each office's personnel allotment
- activity reporting to link employee's time, program, and activity back to their appropriate office location.

For FY 2012 rollover, responsibility for maintaining, updating, and validating that the correct FY accounting is accurately assigned and used in WebTA for PP 20 will be shared by timekeepers, employees, and supervisors.

Disposal Date	Distribution
January 1, 2012	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

During the transition from 1 FY to the next, employees must split T&A entries for time, program, and activities for PP 20 between FY 2011 and FY 2012 to report payroll expenses in FY incurred. PP 20 begins on September 25, 2011, and ends on October 8, 2011. Hours for time worked, including premium pay worked or leave taken from September 25 through 30, 2011, will use FY 2011 accounting. Hours for time worked, including premium pay worked or leave taken from October 1 through October 8, 2011, will use FY 2012 accounting.

This notice provides:

- actions required for timekeepers, employees, and supervisors
- examples of all levels of FSA accounting codes
- instructions for individuals completing T&A's in PP 20
- examples of how to enter time, program, and activities for transition to FY 2012
- information for timekeepers concerning corrected T&A's with invalid accounting beginning in FY 2012.

C Contact Information

If there are any questions about this notice, contact any of the following:

- Mitzi Lankford, BUD, by either of the following:
 - e-mail at **mitzi.lankford@wdc.usda.gov**
 - telephone at 202-720-0510
- Vicki Larson, BUD, by either of the following:
 - e-mail at **vicki.larson@wdc.usda.gov**
 - telephone at 202-720-2501
- BPMS Help Desk by e-mail at **RA.DCWashing2.FSA-BPMS**.

Note: State Offices should designate points of contact to relay questions from employees within the State.

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2 Accounting Codes

A General Guidelines

Accounting codes for payroll are always 14 digits in length and contain specific data elements such as:

- FY
- fund code for Federal or non-Federal
- employee's assigned organizational unit.

B Timekeeper Review of Accounting Codes

Timekeepers are responsible for ensuring that:

- employee's accounting is set to "**MANUAL**"
- employee has only 1 accounting code in their T&A profile for FY 2011
- employee has only 1 accounting code in their T&A profile for FY 2012

Note: The FY 2012 accounting code will **not** be visible until after NFC loads new accounting on or approximately October 5, 2011

- accounting codes are the same code with the exception of the FY character, i.e. 1 or 2.

Employees shall verify that they have no more than 2 accounting codes for PP 20, 1 for FY 2011 beginning with a "1" and 1 for FY 2012 beginning with "2". The accounting codes should be identical except for the first character. See 98-FI, Exhibits 8 through 14 for organizational codes.

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2 Accounting Codes (Continued)

C National Office, Kansas City, St. Louis, and APFO Accounting Code Format

The following is the FY 2012 accounting code format for the National Office, Kansas City, St. Louis, and APFO employees.

Accounting Code Format for All National Office, Kansas City, St. Louis, and APFO Employees GS - "Y84XXXXX000000"	
Code Element	Code Detail
Budget FY (1 character)	"Y" is the last digit of FY (FY 2012 is "2").
Fund Code (2 characters)	"84" is the fund code to be used by all offices.
Organizational Code (5 characters)	"XXXXX" is the detail organizational codes for the National Office, Kansas City, St. Louis, and APFO organizational units. See 98-FI, Exhibits 8 through 10 for the 5-digit codes. For codes related to ITSD, OBF/SPES, DAM/EPD, or HRD, ask for assistance from contacts listed in subparagraph 1 C. Example: The organizational code for BUD, Office of Director is "2A784".
Sub-object Code (2 characters)	Always "00".
Project Code (4 characters)	Always "0000".
Example: FY 2012 BUD, Office of Director is "2842A784000000".	

D State Offices Accounting Code Format

The following is the FY 2012 accounting code format for State Office employees.

Accounting Code Format – State Office Employees		
Code Element	Non-FLP – "Y84SSS84000000" Code Detail	FLP - "Y84SS000000000" Code Detail
Budget FY (1 character)	"Y" is the last digit of FY (FY 2012 is "2").	
Fund Code (2 characters)	"84" is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	"SSS84" is the State code preceded by zero. See 98-FI, Exhibit 11 for the 5-digit codes. Example: The State code for California is "00684".	"SS000" is the State abbreviation followed by 3 zeros. See 98-FI, Exhibit 14 for the 5-digit codes. Example: California is "CA000".
Sub-object Code (2 characters)	Always "00".	
Project Code (4 characters)	Always "0000".	
Example: FY 2012 for California.	"28400684000000"	"284CA000000000"

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2 Accounting Codes (Continued)

E County Offices Accounting Code Format

The following is the FY 2012 accounting code format used for County Office employees.

Accounting Code Format – County Office Employees		
Code Element	CO - “Y87SSCCCC000000” Code Detail	GS - “Y84SSCCCC000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2012 is “2”).	
Fund Code (2 characters)	“87” is the fund code to be used by all County Office CO employees.	“84” is the fund code to be used by all County Office GS employees.
Organizational Code (5 characters)	<p>“SS” is the State code.</p> <p>“CCC” is the numeric county code.</p> <p>See 98-FI, Exhibit 13 for the 5-digit codes.</p> <p>Example: The county code for CO employees in Sacramento county California is “06067”.</p>	<p>“SS” is the State abbreviation.</p> <p>“CCC” is the numeric county code.</p> <p>See 98-FI, Exhibit 14 for the 5-digit codes.</p> <p>Example: The county code for GS employees in Sacramento County California is “CA067”.</p>
Sub-object Code (2 characters)	Always “00”.	Always “00”.
Project Code (4 characters)	Always “0000”.	
Example: FY 2012 for Sacramento, California.	“28706067000000”	“284CA067000000”

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3 Instructions for Completing Pay Period 20 T&A's

A WebTA Availability in PP20

PP 20 begins September 25, 2011, and ends October 8, 2011. In the first week of PP 20, employees will enter the time worked for FY 2011, i.e. September 25 through September 30, 2011. The only accounting code available the first week of PP will be the FY 2011 accounting code beginning with the "1".

The WebTA Production web site will be taken offline on or around the evening of October 5, 2011, for NFC to load the FY 2012 accounting codes. Communication will be provided to all employees when the WebTA production web site returns to online status for employees to complete T&A data entries for October 1 through October 8, 2011. Employees will use the FY 2012 accounting beginning with "2". The Columbus Day holiday will be observed on October 10, 2011. Because of the holiday, employees have until noon October 11, 2011, to complete and validate T&A data. Supervisors have until the end-of-day on October 11, 2011, to certify employee's T&A data.

Note: If anything other than 2 lines of accounting appears in the "Select an Account" drop-down menu, employees should contact the supervisor and/or timekeeper to make corrections to the accounting or to assist employee in selection of the correct accounting. If the supervisor and/or timekeeper are not available, see contact assistance in subparagraph 1 C.

B Entering FY 2011 Time, Program, and Activity Data

After PP 19 T&A data has been validated, certified, and swept by NFC for processing, the PP 20 T&A data page will be available for access. During the first week of PP 20, employees will select the "Edit T&A Data" option in WebTA to make T&A entries for **September 25 through September 30, 2011, which fall within FY 2011. Employees are encouraged to load their FY 2011 before October 5, 2011, when WebTA production will be taken offline.** Time will be entered as always using the existing program and activity lines that carry forward from the previous PP to add the hours worked. If a new line needs to be added for additional program activity work that takes place within the FY 2011 period, employees may add the new line using the New Work Time Activity Screen. **For time worked from September 25 through September 30, 2011, use the line of accounting from the drop-down menu beginning with "1".**

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3 Instructions for Completing Pay Period 20 T&A's (Continued)

C Entering FY 2012 Time, Program, and Activity Data

The last 8 days of PP, **October 1 through October 8, 2011, fall within FY 2012** and will be entered after the FY 2012 accounting codes have been added. Once the WebTA web site is back online, all FY 2012 time worked will be entered on the T&A data page. This will be accomplished by clicking "New" to add the FY 2012 line of accounting, program, activity, and regular hours worked. Employees should pay special attention when adding the accounting in the New Work Time Activity Screen. Two lines of accounting should appear in the drop-down menu, 1 for FY 2011 beginning with "1" and 1 for FY 2012 beginning with "2". **For time worked between October 1 through October 8, 2011, use the line of accounting beginning with "2".**

Note: If anything other than 2 lines of accounting appears in the "Select an Account" drop-down menu, employees should contact the supervisor and/or timekeeper to either delete incorrect accounting or to assist employee in selecting the correct accounting until corrections to accounting can be made. If the supervisor and/or timekeeper are not available, see contact assistance in subparagraph 1 C.

Employees who will be out of the office and will not be able to access their T&A's to complete FY 2012 data entries for timely payroll submission shall ensure that their timekeeper and/or supervisor has knowledge of what actions are needed to complete the T&A information to validate and certify the employees T&A.

D WebTA Limitation of 30 Lines of Accounting for Validation of T&A Data

Some employees with multiple areas of responsibility have experienced the WebTA limitation of 30-lines of accounting for T&A data validation. Since many of the same programs and activities may have to be used for both the FY 2011 and FY 2012 accounting, additional employees may be affected by this limitation in PP 20. Employees should focus on the following priorities when reporting time and activity reporting data in PP 20:

- correct hours worked for each FY accounting code
- select program worked on
- limit the number of activities reported for each program if lines of accounting limit applies.

3 Instructions for Completing Pay Period 20 T&A's (Continued)

E Entering Leave and Premium Pay

Use the normal process of "Leave or Premium Pay Request" options to add leave taken or premium pay time worked during PP. Once the requests have been completed, the lines are automatically added to the T&A data page. Employees shall CLICK "Edit" to add the correct line of accounting for the premium pay time worked or leave taken for the applicable FY period along with the applicable program and activity. If the same type of premium pay time is worked or leave taken in both the "FY 2011" and "FY 2012" sections of T&A, an additional line shall be added by clicking "New" in either the "Time Worked" section or the "Leave and Other Time" section. Once the line is added with the correct accounting, program, and activity, the requested time shall be manually moved from the auto-generated line to the manually added line. See paragraph 4 for screen prints depicting the process to be followed.

F Supervisor Review and Certification of PP 20

Continuous accuracy of payroll data including the accounting codes is critical for numerous purposes. However, as FSA rolls from one FY to the next, it is even more important to pay special attention to the accounting detail. The accounting included in PP 20 is important because of the following factors.

- The split of accounting between the days that fall in FY 2011 and FY 2012 affects entire FY accuracy of budget obligations, average salary costs, and tying back employee's activity reporting to the correct organization.
- When an incorrect accounting code, i.e., the wrong office organization code is added to the T&A data page, all of the information is reported to the erroneous location. Until that incorrect code is discovered and deleted from the T&A data page, the budget, payroll, and activity reporting information continues to record to the wrong location.
- Reviewing accounting data has determined that some employees have several accounting codes to select from and is causing added confusion for employee entry. Employees should only have 1 accounting code at a time for each FY with the exception of the rollover pay period.

Supervisors shall:

- work with timekeepers to develop an understanding of the format of the correct accounting for each employee
- consider having timekeepers complete a second party review of accounting until the supervisor is comfortable with the accuracy of the accounting for their employees
- ensure that the timekeepers complete the actions in subparagraph 2 B so employee's have accurate accounting code information for PP 20.

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4 WebTA Screen Prints for PP 20

A Entering PP 20 Regular Work Time

The following example provides instructions for completing T&A data for PP 20.

Line	Description
1 through 4	Regular time added to existing or new lines with FY 2011 accounting may be added once T&A data page is available for days worked September 25 through September 30, 2011. Complete this data by October 5, 2011.
5 through 8	Regular time added to T&A data using the "New" line option at the bottom of the "Work Time" section with FY 2012 accounting.
9	Leave requests for various types of leave will all be added to the T&A with FY 2011 accounting. Lines where leave has incorrect FY accounting may be corrected according to subparagraph 4 B.

Reminder: **FY 2012 accounting will not be available for selection until WebTA Production is taken offline October 5, 2011, and returned online when accounting has been added.** Communication will be provided to employees to ensure they are informed when WebTA is available to complete FY 2012 section of T&A.

					Sep					Oct 1										
Transaction	Pfx	Sfx	Account	Program	Activity	25	26	27	28	29	30	1	wk 1		wk 2		wk 3			
						S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Work Time																				
						Time In	7:00	7:00	7:00	7:00					7:00	7:00	7:00	7:00		
						Time Out	4:30	3:30	4:30	3:30					4:30	3:30	3:30	3:30		
Edit	01 - Regular		1842D784000000	COMMON	SIGNUP & ELIGIB		0:15	1:45	1:00	4:30			7:30							
Del	Base Pay																			
Edit	01 - Regular		1842D784000000	NP	TRAINING		2:45			1:30			4:15							
Del	Base Pay																			
Edit	01 - Regular		1842D784000000	NAP	SERV & MAINT		1:00	5:15	4:30	0:45			11:30							
Del	Base Pay																			
Edit	01 - Regular		1842D784000000	SURE	SERV & MAINT		4:00	1:00	2:30	1:45			9:15							
Del	Base Pay																			
Edit	01 - Regular		2842D784000000	MAL	TRAVEL										0:45	1:00	1:15		3:00	
Del	Base Pay																			
Edit	01 - Regular		2842D784000000	MAL	MEAS SERVICE										3:15	3:30	2:00	4:00	12:4	
Del	Base Pay																			
Edit	01 - Regular		2842D784000000	SURE	SERV & MAINT										4:00	3:30	2:30		10:0	
Del	Base Pay																			
Edit	01 - Regular		2842D784000000	NP	HR											2:15	4:00		6:15	
Del	Base Pay																			
New	Work Time Total						8:00	8:00	8:00	8:30			32:30			8:00	8:00	8:00	8:00	32:0
Leave and Other Time																				
						Absence Start				7:00				7:00						
						Absence End				3:30				3:30						
Edit	61 - Annual		1842D784000000	LEAVE	LEAVE					8:00			8:00						8:00	
Del	Leave																			
New	Leave and Other Time Total									8:00			8:00			8:00				8:00
Daily Total							8:00	8:00	8:00	8:30	8:00		40:30			8:00	8:00	8:00	8:00	40:0

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4 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests

The following example depicts a “Premium Pay” request for PP 20 with the same type of premium pay falling in 2 different FY’s. All the credit time earned in the request will load on 1 line of the T&A data page using FY 2011 accounting code.

Information												
Pay Type		Credit Hours Earned										
Action Type		29 - Credit Hours Earned										
Month						Month						
September 2011						October 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3							
			Hours: <input type="text"/>	Hours: <input type="text"/>	Hours: <input type="text"/>							
			From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>							
			To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>							
5	6	7	8	9	10	2	3	4	5			
Hours: <input type="text"/>	Hours: 1:00	Hours: <input type="text"/>										
From: <input type="text"/>	From: 3:30 pm	From: <input type="text"/>										
To: <input type="text"/>	To: 4:30 pm	To: <input type="text"/>										
Labor Day												
12	13	14	15	16	17	9	10	11	12			
Hours: <input type="text"/>												
From: <input type="text"/>												
To: <input type="text"/>												
							Columbus Day					
19	20	21	22	23	24	16	17	18	19			
Hours: <input type="text"/>												
From: <input type="text"/>												
To: <input type="text"/>												
26	27	28	29	30		23	24	25	26			
Hours: 1:00	Hours: <input type="text"/>	Hours: 1:00	Hours: <input type="text"/>	Hours: <input type="text"/>		Hours: <input type="text"/>	Hours: <input type="text"/>	Hours: <input type="text"/>	Hours: <input type="text"/>			
From: 3:30 pm	From: <input type="text"/>	From: 3:30 pm	From: <input type="text"/>	From: <input type="text"/>		From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>			
To: 4:30 pm	To: <input type="text"/>	To: 4:30 pm	To: <input type="text"/>	To: <input type="text"/>		To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>			

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4 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests (Continued)

The following example provides the population of the “Premium Pay” request. All the credit hours are loaded on 1 line of accounting for FY 2011 when the third entry should have FY 2012 accounting. See line 5 of accounting.

					Sep					Oct					Oct											
					25	26	27	28	29	30	1	Wk 1					Wk 2									
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Work Time																										
					Time In	7:00	7:00	7:00	7:00																	
					Time Out	4:30	3:30	4:30	3:30																	
Edit	01 - Regular		1842D784000000	COMMON	SIGNUP & ELIGIB																					
Del	Base Pay					0:15	1:45	1:00	4:30																	
Edit	01 - Regular		1842D784000000	NP	TRAINING				1:30																	
Del	Base Pay					2:45																				
Edit	01 - Regular		1842D784000000	NAP	SERV & MAINT		1:00	5:15	4:30	0:45																
Del	Base Pay																									
Edit	01 - Regular		1842D784000000	SURE	SERV & MAINT		4:00	1:00	2:30	1:45																
Del	Base Pay																									
Edit	29 - Credit			SURE	SERV & MAINT		1:00		1:00																	
Del	Hours Earned																									
Edit	01 - Regular		2842D784000000	MAL	TRAVEL																					
Del	Base Pay																									
Edit	01 - Regular		2842D784000000	MAL	MEAS SERVICE																					
Del	Base Pay																									
Edit	01 - Regular		2842D784000000	SURE	SERV & MAINT																					
Del	Base Pay																									
Edit	01 - Regular		2842D784000000	INP	HR																					
Del	Base Pay																									
New					Work Time Total					9:00	8:00	9:00	8:30													
					Leave and Other Time					Absence Start					Absence End											
Edit	61 - Annual		1842D784000000	LEAVE	LEAVE																					
Del	Leave																									

The following example provides that by clicking “New” at the bottom of the “Work Time” section, the following New Work Type Activity Screen will be displayed. The correct transaction code shall be selected to add the correct type of premium pay, the FY 2012 accounting, the applicable program, and activity.

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4 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests (Continued)

The time worked in the FY 2012 section of the T&A should then be deleted from the line where it was automatically loaded and added to the newly added line.

					25	26	Sep		29	30	Oct	Oct									
Transaction Pfx Sfx Account Program Activity					S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk	
Work Time					Time In					7:00	7:00	7:00	7:00				7:00	7:00	7:00	7:00	
					Time Out					4:30	3:30	4:30	3:30				4:30	3:30	3:30	3:30	
Edit	01 - Regular		1842D784000000	COMMON	SIGNUP & ELIGIB							7:30									
Del	01 - Regular		1842D784000000	NP	TRAINING							4:15									
Edit	01 - Regular		1842D784000000	NAP	SERV & MAINT							11:30									
Del	01 - Regular		1842D784000000	SURE	SERV & MAINT							9:15									
Edit	29 - Credit		1842D784000000	SURE	SERV & MAINT							2:00								1:00	
Del	29 - Credit		1842D784000000	SURE	SERV & MAINT							2:00								1:00	
Edit	01 - Regular		2842D784000000	MAL	TRAVEL											0:45	1:00	1:15		3:00	
Del	01 - Regular		2842D784000000	MAL	MEAS SERVICE											3:15	3:30	2:00	4:00	12:00	
Edit	01 - Regular		2842D784000000	SURE	SERV & MAINT											4:00	3:30	2:30		10:00	
Del	01 - Regular		2842D784000000	SURE	SERV & MAINT											1:00					
Edit	29 - Credit		2842D784000000	NP	HR													2:15	4:00		6:15
Del	29 - Credit		2842D784000000	NP	HR													2:15	4:00		6:15
New Work Time Total					9:00	8:00	9:00	8:30				34:30				9:00	8:00	8:00	8:00		33:00
Leave and Other Time					Absence Start					7:00						7:00					
					Absence End											3:30					

The following example depicts a "Leave" request for PP 20 with the same type of leave falling in 2 different FY's. All the annual leave in the request will load on 1 line of the T&A data page using FY 2011 accounting code. To add a line, select the "New" option in the "Leave and Other Time" section of T&A.

Edit	01 - Regular		2842D784000000	MAL	TRAVEL							0:45	1:00	1:15		3:00	3:00					
Del	01 - Regular		2842D784000000	MAL	MEAS SERVICE							3:15	3:30	2:00	4:00	12:45	12:45					
Edit	01 - Regular		2842D784000000	SURE	SERV & MAINT							4:00	3:30	2:30		10:00	10:00					
Del	01 - Regular		2842D784000000	NP	HR											2:15	4:00	6:15	6:15			
New Work Time Total					8:00	8:00	8:00	8:30				32:30				8:00	8:00	8:00	8:00		32:00	
Leave and Other Time					Absence Start					7:00						7:00						
					Absence End											3:30						
Edit	61 - Annual		1842D784000000	LEAVE	LEAVE											8:00	16:00					
Del	61 - Annual		1842D784000000	LEAVE	LEAVE											8:00	16:00					
New Leave and Other Time Total							8:00	8:00	8:00							8:00	16:00					
Daily Total					8:00	8:00	8:00	8:30	8:00	40:30	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:30				

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4 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests (Continued)

The Edit Leave and Other Time Activity Screen will be displayed. Click on the “Account” drop-down menu and both accounting lines will be displayed. Select the accounting line that begins with “2” to add FY 2012 to the line, click the “Program” drop-down menu and select “LEAVE”, and click the “Activity” drop-down menu and select “LEAVE”.

Transaction Code	61 - 61 - Annual Leave
Prefix	
Suffix	
Account	1842D784000000 (No Description)
Program	1842D784000000 2842D784000000
Activity	LEAVE

Save Cancel

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4 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests (Continued)

The leave hours entry for FY 2012 must be deleted from the FY 2011 line and manually added to the FY 2012 line for the same day.

Line	Accounting	Description	Start	End	Rate	Hours	Amount							
01	Regular Base Pay	MAL MEAS SERVICE	3:15	3:30	2:00	4:00	12:45							
01	Regular Base Pay	SURE SERV & MAINT	4:00	3:30	2:30		10:00							
01	Regular Base Pay	NP HR	2:15	4:00			6:15							
Work Time Total					8:00	8:00	8:00	8:00	32:00	8:00	8:00	8:00	8:00	32:00
Leave and Other Time														
				Absence Start		7:00		7:00						
				Absence End		3:30		3:30						
61	Annual Leave	LEAVE LEAVE			8:00	8:00		8:00						
61	Annual Leave	LEAVE LEAVE			8:00									
Leave and Other Time Total						8:00	8:00	8:00					8:00	
Daily Total					8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	40:00

Dollar Transactions **Remarks:**

Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
Total		

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5 Action

A PP 21 Action Required

Before making entries on PP 21 T&A Data Screen, employees shall delete all FY 2011 lines of accounting. This shall be done by using the “DEL” option on the left side of each line with accounting beginning with a “1”.

B Corrected T&A's

FSA is receiving monumental Forced Release Error Reports (FREL) from NFC. To address this issue, beginning on October 1, 2011, T&A corrections shall not be completed to correct **invalid** accounting. The definition for invalid accounting for this purpose is the record does not have a 14-digit accounting code according to 98-FI. In these situations, timekeepers will work directly with NFC to correct the record. For T&A corrections that were completed using the **wrong** accounting code, a corrected T&A may still be completed. The definition for a wrong accounting code for this purpose is the accounting is a valid code; however, it is for another organization and not the 1 that applies to the employee submitting their T&A. More information will be provided in a forthcoming notice.