

For: State and County Office Employees

**Changes to Accounting for WebTA and County Office Structure Report
Resulting from County Office Consolidation**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

On May 29, 2012, the Secretary announced the closure of 125 FSA Offices nationwide. As a result of these pending closures, actions must be taken to address accounting changes in certain systems or databases used by FSA.

B Purpose

This notice provides:

- procedure for changing accounting in WebTA for employees with new payroll offices
- verification process for accounting in WebTA for permanent shared management offices
- instructions for updating the County Office Structure Report on the DAFO SharePoint web site to reflect the changes resulting from the County Office consolidation.

C Contact Information

If there are any questions about this notice, contact either of the following by e-mail:

- Vicki Larson at vicki.larson@wdc.usda.gov
- Mitzi Lankford at mitzi.lankford@wdc.usda.gov.

Disposal Date	Distribution
October 1, 2012	All State and County Office employees; State Offices relay to County Offices

Notice BU-734

2 Changing Accounting for Employees with New Payroll Office

A County Office Accounting Format

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

Accounting Code Format – County Office Employees		
Code Element	CO - “Y87SSCCC000000” Code Detail	GS - “Y84SSCCC000000” 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 for the payroll county.</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 for the payroll county.</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”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2012 for Sacramento, California.	“28706067000000”	“284CA067000000”

Notice BU-734

2 Changing Accounting for Employees with New Payroll Office (Continued)

B Timekeeper Action

Notice AO-1542 provides instructions for the reassignment of employees. Once the reassignment has taken place, the timekeeper **must** complete the following actions:

- access “**Accounting**” option from Timekeeper Main Menu in WebTA
- select reassigned employee from drop-down menu
- select “**Get Account**” option
- using the **accounting code format** table in subparagraph A, populate the table using:
 - “**CO Code Detail**” column for CO employees
 - “**GS Code Detail**” column for GS employees
- select “**Find Account**” option
- verify accounting code is correct and select “**Add**” option
- delete accounting codes previously used by employees.

Note: Ensure that employees use the accounting code for the headquarters County Office.

C Employee Action

The next time employees access their T&A, each line of accounting on T&A must be edited by selecting the “Edit” option on the left side of each line of accounting. The new accounting code added by the timekeeper should be available for selection from the Accounting drop-down menu. Select the accounting for the new payroll county and CLICK “Save”. Complete this action on each line of the T&A for all lines in the “**Work Time**” section and “**Leave and Other Time**” section of T&A.

Contact timekeeper if the correct accounting code does not appear or there are multiple accounting codes with obsolete codes to be deleted.

Notice BU-734

2 Changing Accounting for Employees with New Payroll Office (Continued)

D Supervisor Action

Supervisors shall ensure that timekeepers and employees impacted by the office consolidation actions have a copy of this notice and understand the actions required. Supervisors shall ensure the following:

- **prior to certification** of the employee's T&A's, that all lines of accounting in both the "Work Time" and "Leave and Other Time" sections of T&A have been edited to update the accounting code to the correct County Office accounting code
- timekeeper has deleted all accounting codes previously used by employees using the "Accounting" option from the Timekeeper Main Menu.

3 Verifying Use of Correct Accounting in All Shared Management Offices

A Using Correct Accounting in All Shared Management Offices

The results of the office closures may have some impact to the current permanent or temporary shared management agreements in place. Upon a recent review of existing WebTA accounting codes used by employees in some **permanent** shared management offices, it was determined that a number of County Offices are still using the accounting of the shared management sub-office rather than the accounting of the headquarters (payroll) County Office.

State Offices shall complete a review of WebTA accounting being used in **all** permanent shared management offices to ensure that the accounting code for the headquarters County Office is being used for all employees. If not, ensure that the accounting code is updated to the headquarters County Office for each of the employees associated with the shared management office. Timekeepers shall follow the instructions in subparagraph 2 B and employees shall follow the instructions in subparagraph 2 C.

Policy and procedure for accounting to be used for payroll purposes is currently included in 21-AO. This handbook will be amended to include accounting policy and procedure for permanent shared management office's payroll.

Notice BU-734

4 Updating the County Office Structure Report

A The County Office Structure Report

The FSA-467 process of State Offices for reporting County Office structure was recently changed to the use of DAFO SharePoint for maintenance and updates. With the changes that are currently underway or will occur in the next few months as the result of County Office consolidations, updates must be completed to reflect accurate information in the County Office Structure Report. This reporting requires information:

- for each county in relation to:
 - full-time
 - part-time
 - no office and combined with another county that has an office
- about which County Offices participate in permanent or temporary shared management operations.

As the County Office consolidation changes to County Office structure are implemented, State Offices will enter the updated county information in the DAFO SharePoint County Office Structure Report. State Offices are reminded to wait until consolidation actions are complete for each county before making changes to that county in the County Office Structure Report.

Example: If Adams County is closed and combined with Cass County on June 10, 2012, that change should be reported in the DAFO SharePoint County Office Structure Report by June 15, 2012. If Lincoln County is closed and combined with Madison County on August 30, 2012, that change should be reported in the DAFO SharePoint County Office Structure Report by September 15, 2012.

B Accessing the Report

The County Office Structure Report is available at https://fsa.sc.egov.usda.gov/mgr/DAFO/Shared_Mgmt/Forms/AllItems.aspx. The instructions for completing the forms are provided in subparagraph D. If additional State Office employee's need access to the SharePoint web site, send a request by e-mail to Deborah Johnson, DAFO at deborah.johnson@wdc.usda.gov.

Notice BU-734

4 Updating the County Office Structure Report (Continued)

C Reporting Requirements

County Office Structure Report updates will be required as follows:

- by the 15th day of each month, State Offices shall:
 - review the results of their current County Office Structure Report by accessing the data
 - submit any changes in status for County Offices with **permanent or temporary changes** in:
 - shared management, including changes in headquarter County Office
 - closed/part-time office combinations

Note: Monthly negative reports are **not** required.

- **annually**, each State Office will provide a report, due on January 15, indicating that all updates have been completed or that no changes were needed.

Note: A SharePoint survey will be provided for completion of the annual report.

D Instructions for Exporting Data Entered Into the County Office Structure Report to an Excel Spreadsheet

To determine what changes in County Office structure need to be made, export the existing data to an Excel spreadsheet:

- on the “Actions” tab, click the drop-down menu and select “**Export to Spreadsheet**”
- when the question, “Do you want to open or save this file?” is displayed, CLICK “**Open**”
- when the Microsoft Office Excel Security Notice is displayed, CLICK “**Enable**”.

The Excel spreadsheet will download and contain all data that has been entered for all States. In the “State” column, click the drop-down menu to select the data for the applicable State. Use this report to determine which counties have changes that will require an update to the County Office Structure Report. After the actions in subparagraph E are completed, these steps may be followed to produce a copy of the current County Office Status Report.

Notice BU-734

4 Updating the County Office Structure Report (Continued)

E Instructions for Editing Existing Reports

After County Office consolidation has occurred, use the information provided to make changes to those County Offices involved in a structure change **only**.

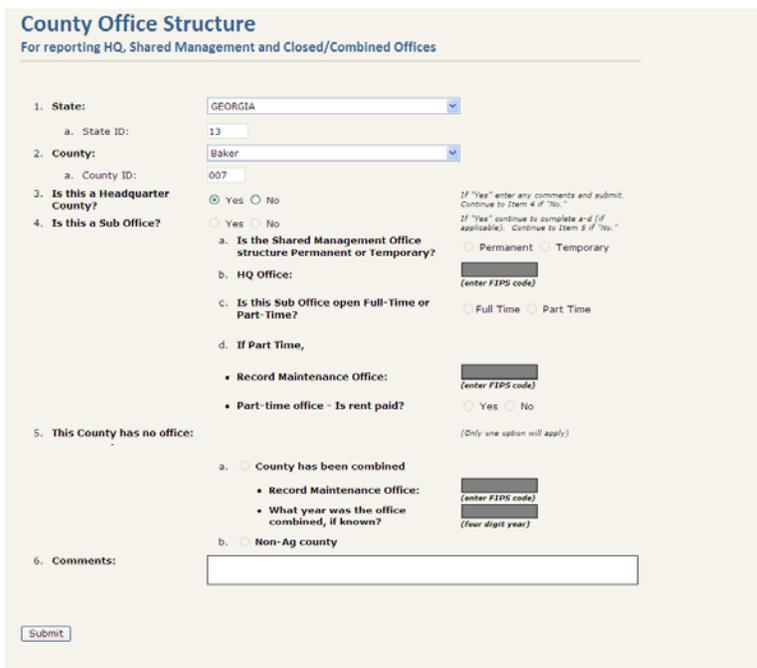
AO's and their proxies are able to make changes to an existing County Office's structure. From the DAFO SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/DAFO/default.aspx>, under "Documents", CLICK "County Office Structure Report". All counties previously entered will be listed, and may be selected for editing. The row of column headings located above the county information provides the ability to filter by column when the cursor is placed over any 1 of the headings. Select a State from the drop-down box by "State ID" or "State" to view the applicable State. The 5-digit State and county codes shown in the first column of data are live links. When the desired State's information is displayed, click on the link that represents a county that needs to be edited to reflect a new status.



The screenshot shows a SharePoint web application titled "County Office Structure Report". The breadcrumb trail is "FSA SharePoint Home > MGR > Deputy Administrator for Field Operations > County Office Structure Report". Below the title, there is a navigation bar with "New", "Upload", "Actions", and "Settings" buttons. A table lists counties with columns: Name, State ID, County ID, State, County, HQ, Shared Sub, Office, Open, HQ Office, Rcd Main, Pt Rent, Closed No Office, and Rcd Main Clo. The table contains four rows of data for counties 13001, 13003, 13005, and 13007. A left-hand navigation pane shows "Documents" with "County Office Structure Report" selected.

Name	State ID	County ID	State	County	HQ	Shared Sub	Office	Open	HQ Office	Rcd Main	Pt Rent	Closed No Office	Rcd Main Clo
13001	13	001	GEORGIA	Appling	Yes								
13003	13	003	GEORGIA	Atkinson	Yes								
13005	13	005	GEORGIA	Bacon	Yes								
13007	13	007	GEORGIA	Baker	Yes								

The form as it was last completed will be displayed.



The screenshot shows the "County Office Structure" form. The title is "County Office Structure" and the subtitle is "For reporting HQ, Shared Management and Closed/Combined Offices". The form is divided into several sections:

- 1. State:** GEORGIA (dropdown)
- a. State ID:** 13 (text input)
- 2. County:** Baker (dropdown)
- a. County ID:** 007 (text input)
- 3. Is this a Headquarter County?** Yes No
- 4. Is this a Sub Office?** Yes No
 - a. Is the Shared Management Office structure Permanent or Temporary?** Permanent Temporary
 - b. HQ Office:** (text input, placeholder: "enter FIPS code")
 - c. Is this Sub Office open Full-Time or Part-Time?** Full Time Part Time
 - d. If Part Time,**
 - Record Maintenance Office:** (text input, placeholder: "enter FIPS code")
 - Part-time office - Is rent paid?** Yes No
- 5. This County has no office:** (Only one option will apply)
 - a. County has been combined**
 - Record Maintenance Office:** (text input, placeholder: "enter FIPS code")
 - What year was the office combined, if known?** (text input, placeholder: "four digit year")
 - b. Non-Ag county**
- 6. Comments:** (text input)

Submit button is at the bottom left.

Notice BU-734

4 Updating the County Office Structure Report (Continued)

E Instructions for Editing Existing Reports (Continued)

Edit the form as needed to reflect the **updated office status** according to the following.

Item	Instruction	
1	Ensure the applicable State is selected.	
2	Ensure the applicable county is selected.	
3	IF the County Office is...	THEN select...
	a headquarter County Office <u>1/</u>	“Yes”. The form will not allow users to answer options 4 and 5 if “Yes” is selected. Scroll to bottom of screen and CLICK “ Submit ”. A pop-up dialog box will be displayed with the message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.
	not a headquarter County Office <u>1/</u>	“No” and go to item 4.
4	IF the County Office is...	THEN select...
	a sub-office in a Shared Management Operation <u>1/</u>	“Yes” and go to item 4a.
	not a sub-office in a Shared Management Operation <u>1/</u>	”No” and go to item 5.
4a	Select either “ Permanent ” or “ Temporary ” <u>1/</u> and go to item 4b.	
4b	Enter the State and county code (01-022 for example) of the headquarter County Office in the Shared Management Operation and go to item 4c.	
4c	Select either “ Full Time ” or “ Part Time ”. <u>1/</u>	
	IF...	THEN...
	full-time	the form will not allow users to answer options 4d and 5. Scroll to bottom of screen and CLICK “ Submit ”. A pop-up dialog box will be displayed with the message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.
	part-time	go to item 4d.
4d	<p>If this is a part-time County Office:</p> <ul style="list-style-type: none"> • enter the State and county code (01-022 for example) of the Records Maintenance Office <u>1/</u> • select “Yes” or “No” whether rent is paid on the part-time County Office space. <p>The form will not allow option 5 to be answered. Go to bottom of screen and CLICK “Submit”. A pop-up dialog box will be displayed with the message, “The form was submitted successfully. CLICK “OK” to display a blank form to enter the next County Office.</p>	

1/ See Exhibit 1 to make determinations on how to answer specific options.

Notice BU-734

4 Updating the County Office Structure Report (Continued)

E Instructions for Editing Existing Reports (Continued)

Item	Instruction	
5	If the county has no office, either 5a or 5b must be selected.	
5a	IF county is...	THEN...
	a combined county <u>1/</u> or a county with an office that closed	<ul style="list-style-type: none"> • enter the State and county code (01-022 for example) of the Records Maintenance Office <u>1/</u> • enter the 4-digit calendar year the office was closed, if known • go to bottom of screen and CLICK “Submit”. <p>Note: If headquarter office holds a regularly scheduled office day in this combined county, use the “Comments” block to indicate what the schedule is and whether rent is paid for the space used.</p> <p>A pop-up dialog box will be displayed with the message, “The form was submitted successfully”. CLICK “OK” to display a blank form to enter the next County Office.</p>
	not a combined county	go to item 5b.
5b	If this is a nonagricultural county <u>1/</u> , select this option. Go to option 6 or CLICK “ Submit ”. A pop-up dialog box will be displayed with message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.	
6	Comments of explanation may be added in the “Comments” box at any time. CLICK “ Submit ”. A pop-up dialog box will be displayed with message, “The form was submitted successfully”. CLICK “ OK ” to display a blank form to enter the next County Office.	

1/ See Exhibit 1 to make determinations on how to answer specific options.

Definitions for the County Office Structure Report

Combined county means a county that has never had an office or the office has been closed and is combined in operation with another County Office.

Full-time sub-office means an office that participates in the shared management program and includes all of the following characteristics:

- does not have CED and is managed by CED from the headquarter County Office
- has regularly established office hours of 40 hours per week (27-PM, Exhibit 2).

Headquarter County Office means a County Office that oversees the administrative and program activities for its own county and, in some cases, payroll and administrative expenses for 1 or more full-time or part-time sub-offices (27-PM, Exhibit 2).

Nonagriculture county means a county without sufficient agriculture producers to elect COC.

Part-time sub-office means a County Office that:

- SED's and STC's have:
 - reviewed the office to identify the office may be open part-time, rather than full-time (27-PM, subparagraph 52 C and 16-AO, subparagraph 286 E)
 - worked with COC's to implement part-time office
- is identified by the following characteristics:
 - has regularly established office hours of less than 40 hours per week
 - is managed by CED in a headquarter County Office (27-PM, Exhibit 2)
 - has its own COC.

Records maintenance means a full-time County Office that maintains county records on System 36/AS400 for its own county and, in some cases, 1 or more closed/combined County Offices.

Shared management program means CED manages:

- 1 full-time County Office
- 1 or more full-time sub-offices (27-PM, Exhibit 2).

Temporary shared management program means a shared management operation that is expected to last between 30 and 120 calendar days.

Note: Exceptions to the 120-calendar-day limitation for temporary management operation shall be approved **in advance** by DAFO (27-PM, paragraph 53).