

**For:** FSA Employees

**Instructions for FY Accounting Rollover in WebTA for Timekeepers, Employees, and Supervisors**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

FY rollover from FY 2013 to FY 2014 will take place in pay period (PP) 19 beginning September 22, 2013, and ending October 5, 2013.

**B Purpose**

OBF and HRD have developed instructions that will provide flexibility in preparing T&A's during the split PP. In addition to basic accounting information, this notice provides instructions and timeframe for:

- timekeepers to add FY 2014 accounting in WebTA
- actions required by employees and supervisors for completing T&A's in PP 19
- screen prints for completing T&A Data Pages for PP 19
- actions required by timekeepers, employees, and supervisors in PP 20.

**C Contact Information**

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

- Mitzi Lankford by either of the following:
  - e-mail to [mitzi.lankford@wdc.usda.gov](mailto:mitzi.lankford@wdc.usda.gov)
  - telephone at 202-720-0510
- Vicki Larson by either of the following:
  - e-mail to [vicki.larson@wdc.usda.gov](mailto:vicki.larson@wdc.usda.gov)
  - telephone at 202-720-2501

<b>Disposal Date</b>  January 1, 2014	<b>Distribution</b>  All FSA employees; State Offices relay to County Offices
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**1 Overview (Continued)**

**C Contact Information (Continued)**

- BPMS Help Desk by e-mail to **RA.DCWashing2.FSA-BPMS**.

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

**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.

**Note:** Some accounting codes are alpha-numeric, but it is critical that when a number is required that a number is used and that any letters used in accounting codes should be entered using **uppercase** letters.

**Example:** The letter “O” should **never** be substituted for the number “0” and lowercase “a” should never be substituted for uppercase “A”; such as “4842a784000000” instead of “4842A784000000”.

**B Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Accounting Code Format**

The following is the accounting code format for Washington, DC; Kansas City, MO; St. Louis, MO; and APFO employees.

<b>Accounting Code Format for All Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Employees GS – “Y84XXXXX000000”</b>	
<b>Code Element</b>	<b>Code Detail</b>
Budget FY (1 character)	“Y” is the last digit of FY (FY 2014 is 4).
Fund Code (2 characters)	“84” is the fund code to be used by all offices.

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2 Accounting Codes (Continued)

**B Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Accounting Code Format (Continued)**

Accounting Code Format for All Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Employees GS – “Y84XXXXX000000”	
Code Element	Code Detail
Organizational Code (5 characters)	“XXXXX” is the detail organizational codes for Washington, DC; Kansas City, MO; St. Louis, MO; and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8 through 10.  <b>Example:</b> The organizational code for BUD, Director’s Office is “2A784”.
Sub-Object Code (2 characters)	Always “00”.
Project Code (4 characters)	Always “0000”.
<b>Example:</b> FY 2014 BUD Director’s Office is “4842A784000000”.	

**C State Office Accounting Code Format**

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

Accounting Code Format for State Office Employees		
Code Element	Non-FLP – “Y84SSS84000000” Code Detail	FLP – “Y84SS0000000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2014 is “4”).	
Fund Code (2 characters)	“84” is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	“SSS84” is the numeric State code. The 5-digit codes are found in 98-FI, Exhibit 13.  <b>Example:</b> State code for Kansas is “02084”.	“SS000” is the alpha State abbreviation. The 5-digit codes are found in 98-FI, Exhibit 14.  <b>Example:</b> Kansas is “KS000”.
Sub-object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
<b>Example:</b> FY 2014 for Kansas.	“48402084000000”	“484KS000000000”

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**2 Accounting Codes (Continued)**

**D County Office Accounting Code Format**

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

<b>Accounting Code Format – County Office Employees</b>		
<b>Code Element</b>	<b>CO – “Y87SSCCC000000” Code Detail</b>	<b>GS – “Y84SSCCC000000” Code Detail</b>
Budget FY (1 character)	“Y” is the last digit of FY (FY 2014 is “4”).	
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)	“SS” is the numeric State code and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 13.	“SS” is the alpha State abbreviation and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 14.
Sub-object Code (2 characters)	Always “00”	
Project Code (4 characters)	Always “0000”.	
<b>Example:</b> FY 2014 for Franklin County, Kansas.	<b>“48720059000000”</b>	<b>“484KS059000000”</b>

**Note:** For permanent shared management, combined or closed offices use **only** the headquarter county’s code for all employees.

**3 Timekeeper Actions**

**A Overview**

For FY 2014, timekeepers will add the new FY accounting into WebTA, as follows:

- accounting tables **after September 27, 2013, and no later than October 2, 2013**
- for **each** employee assigned to the timekeeper.

**Note:** Timekeepers shall **not** add accounting for employees that are only on their employee list because of delegation from another timekeeper.

**There have been previous problems with FA or CE accounting being added to the incorrect accounting table. To avoid these issues, State and County Office timekeepers adding accounting for both FA and CE employees shall do the following in the order provided:**

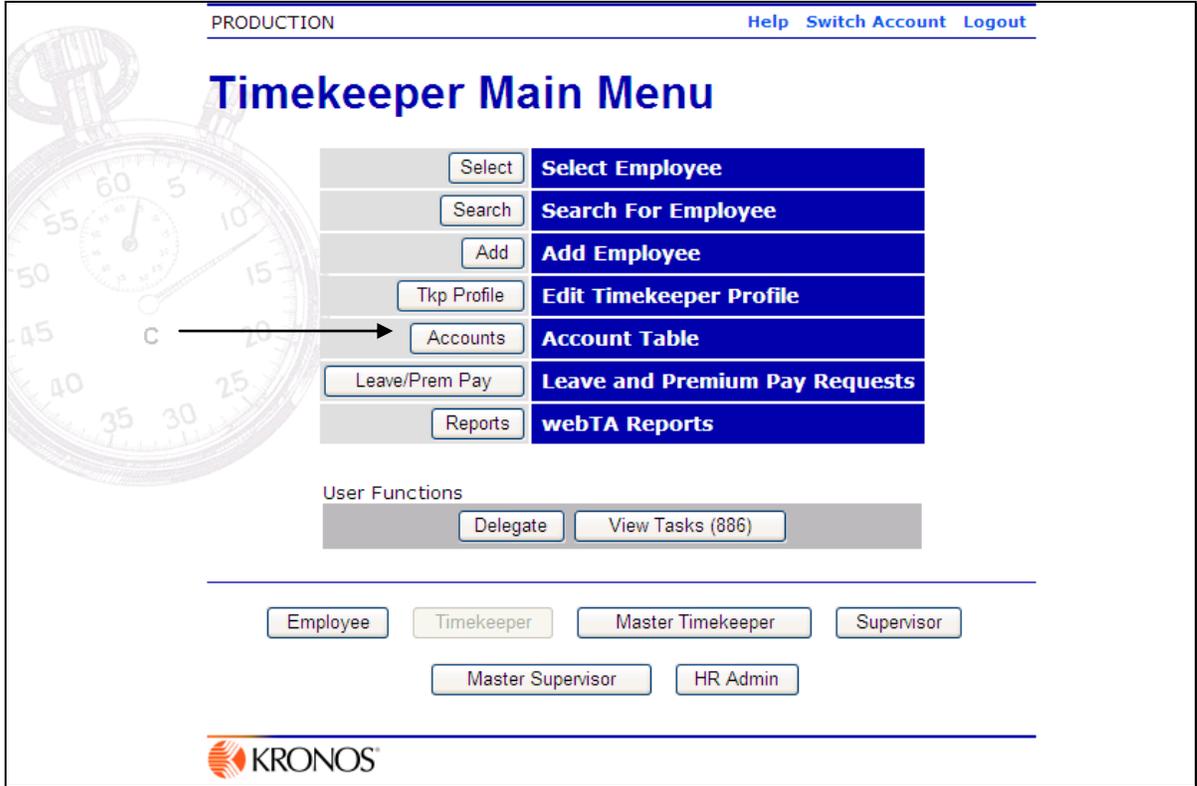
- **select and add accounting for all CE employees, including COC members**
- **exit the accounting option**
- **select and add accounting for all FA employees.**

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### 3 Timekeeper Actions (Continued)

#### B Timekeeper Instructions for Adding FY 2014 Accounting to WebTA

Timekeepers shall access Timekeeper Main Menu in WebTA and CLICK “Accounts”.



Timekeeper shall select the first employee in the “Account list for” drop-down menu. For State or County Office timekeepers adding accounting for both FA and CE employees, see subparagraph 3 A. The following Active Accounts Screen will be displayed. Ensure that only one 2013 account is listed for **each** employee. If invalid accounting codes, such as prior FY or previous organization, are listed for employees, timekeeper shall delete the invalid codes by clicking “Del” to the left of the code. To add the FY 2014 accounting code for the first employee, CLICK “New Account”.



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### 3 Timekeeper Actions (Continued)

#### B Timekeeper Instructions for Adding FY 2014 Accounting to WebTA (Continued)

Add accounting information in the 5 Field Values according to instruction in paragraph 2 and CLICK “Finish”.

Enter Account Field Values	
Fiscal Year	4
Fund	84
Organization	20784
Subobject	00
Project	0000
Description	

After the accounting code has been added in WebTA, additional employees with the same code may be selected and the account may be pulled up by clicking “**Get Account**” on the Active Accounts Screen.

After accounting has been added to all employees, timekeepers shall verify the following for **each** employee on Active Accounts Screen employee list:

- has 1 accounting code for FY 2013
- has 1 accounting code for FY 2014
- accounting codes for FY’s 2013 and 2014 are exactly the same **except** for the first digit.

Account	Description
Del 3842D784000000	Save Description
Del 4842D784000000	Save Description

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### 3 Timekeeper Actions (Continued)

#### B Timekeeper Instructions for Adding FY 2014 Accounting to WebTA (Continued)

Timekeepers shall also verify that each employee's T&A Profile Accounting is set to "Manual".

**Warning:** When verifying the "Manual" setting, timekeepers shall **not** click "Save" for any other setting than "Manual" accounting or the employees T&A program and activity data will be lost and will require reentry.

After all of the FY 2014 accounting has been added to the complete employee list, the timekeeper shall inform the supervisor and employee that the FY 2014 accounting codes are available to be used in WebTA.

### 4 Employee Instructions for Completing PP 19 T&A's

#### A WebTA Availability in PP 19

PP 19 begins September 22, 2013, and ends October 5, 2013. The dates September 22 through September 28 in the first week of PP 19, and September 29 through 30 of the second week, fall within FY 2013. The **only** accounting code to be used for time worked or leave taken during the September dates is the FY 2013 accounting code beginning with "3".

In the second week of PP 19, Tuesday through Saturday dates October 1 through October 5 fall within FY 2014. The **only** accounting code to be used for the time worked or leave taken during the October dates is the FY 2014 accounting code beginning with "4". When the timekeeper has informed employees that the FY 2014 accounting codes are available, entries for time worked or leave taken for dates from October 1 through October 5 may be made.

**Note:** Some leave or premium pay requests may have been completed before October 1 for leave to be used or premium pay worked during the first week of October. This leave or premium pay will have FY 2013 accounting and shall be addressed using the instruction in subparagraph D.

The WebTA Production web site will be taken down on or about **Friday, October 4** for NFC to load the FY 2014 accounting codes to the validation table. Communication will be provided to all employees when the WebTA production web site is taken down and when it returns to online status, tentatively set for start-of-day on **October 7**. **Employees will not be able to validate and supervisors will not be able to certify until the validation table has been updated with FY 2014 accounting at NFC.**

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### 4 Employee Instructions for Completing PP 19 T&A's (Continued)

#### B Entering FY 2013 Time, Program, and Activity Data

After the PP 18 T&A Data Page has been validated, certified, and swept by NFC for processing, the PP 19 T&A Data Page will be available for access. During the first week of PP 19, employees will CLICK **"T&A Data"** to access the T&A Data Page to edit the T&A data in WebTA and make T&A entries for September 22 through September 30, 2013, that fall within FY 2013. **Employees are encouraged to load their FY 2013 data by September 30, if possible.** 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 2013 period, employees may add the new line by clicking **"New"** in the bottom left line of their **"Work Time"** section to access the New Work Time Activity Screen. For time worked from September 23 through September 30, 2013, use the **"Account"** drop down menu line of accounting beginning with **"3"**.

#### C Entering FY 2014 Time, Program, and Activity Data

When employees have been informed by timekeeper that FY 2014 accounting has been added, they will need to **add additional new lines** for the time worked or leave taken for the October 1 through 5 dates. Employees will do so by clicking **"New"** in the bottom left line of their **"Work Time"** section to access the New Work Time Activity Screen. On the New Work Time Activity Screen, employees will select the FY 2014 accounting beginning with **"4"**. When selecting the FY 2014 accounting, employees shall verify that they have no more than 2 accounting codes; 1 for FY 2013 beginning with **"3"** and 1 for FY 2014 beginning with **"4"**. The accounting codes should be identical **except** for the first digit.

**Note:** If anything other than 2 lines of accounting is displayed in the **"Account"** drop-down menu, employees should contact their 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.

Each line of accounting added will also require selecting the program and activity applicable for time worked. Employees shall complete T&A Data Page entries for time worked for October 1 through 5, 2013, in a timely manner to have T&A Data Pages completed, as much as possible, **before** scheduled loss of access to WebTA production site by NFC.

**Note:** Employees who will be out of the office and will not be able to access their T&A's to complete FY 2014 Data Page 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.

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4 Employee Instructions for Completing PP 19 T&A's (Continued)

D Entering Leave and Premium Pay

Use the normal process of "Leave or Premium Pay Request" options to request leave taken or premium pay time worked during PP 19. After the requests have been completed, the hours are automatically added to existing lines on 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 to be entered on the T&A Data Page in the "Work Time" or same type of leave is to be entered in the "Leave and Other Time" sections for both the FY 2013 and FY 2014, an additional line shall be added by clicking "New" in either the "Time Worked" or "Leave and Other Time" sections. After the line is added with the correct transaction code, accounting, program, and activity, the requested time shall be manually moved from the auto-generated line to the manually added line. See paragraph 6 for screen prints depicting the process to be followed.

E Entering Dollar Transaction Payment Amounts for COC Members or Advisors

Editing the "Dollar Transaction" section with the FY 2014 accounting will be required for travel paid after October 1, 2013. After successfully editing the routine travel entry field, that entry field will carry forward into the succeeding PP's. Entering the dollar amount will have to be completed each PP that COC member or advisor earns travel dollars.

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	
17 - Travel Reimbursement	48747047000000 (No Description)		
Total			

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### 4 Employee Instructions for Completing PP 19 T&A's (Continued)

#### F WebTA Limitation of 30 Lines of Accounting for Validating T&A Data Pages

Some employees with multiple areas of responsibility have experienced the WebTA limitation of 30-lines of accounting for T&A Data Page validation. Because many of the same programs and activities may have to be used for both the FY 2013 and FY 2014 accounting, additional employees may be affected by this limitation in PP 19. It may assist in ease of reporting if unused lines of accounting are deleted for PP 19, even though they do not add to the limitation. Employees should focus on the following priorities when reporting time and activity reporting data in PP 19:

- correct hours worked for each FY accounting code
- selecting programs worked
- limiting number of activities reported for each program, if the line of accounting limit applies.

#### G Validation of PP 19 by Employees

Employees have until end-of-day Monday, **October 7, 2013**, to complete and validate PP 19 T&A data.

Supervisors have until end-of-day Tuesday, **October 8, 2013**, to certify employee PP 19 T&A data.

The Columbus Day holiday will be observed on **October 14, 2013**. That is in PP 20 so will **not** impact the validation process for PP 19.

### 5 Supervisor Review and Certification of PP 19

#### A Supervisory Review

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 19 is important because of the following factors.

- The split of accounting between the days that fall in FY 2013 and FY 2014 affects entire FY accuracy of budget obligations, average salary costs, and matching employee's activity reporting to the correct organization.
- When an incorrect accounting code, that is 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 replaced with corrected accounting on the T&A Data Page, the budget, payroll, and activity reporting information continues to record to the wrong location.

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**5 Supervisor Review and Certification of PP 19 (Continued)**

**A Supervisory Review (Continued)**

- 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 with the exception of the rollover PP.

**B Supervisory Action**

Supervisors shall:

- review this notice and 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 on employee T&A's until the supervisor is comfortable with the accuracy of the accounting for their employees
- ensure that the timekeepers complete the actions in paragraph 3 so employees have accurate accounting code information for PP 19
- certify employee PP 19 T&A data **no** later than end-of-day on **October 8, 2013**.

**6 WebTA Screen Prints for PP 19**

**A Entering PP 19 Regular Work Time**

The following table and screen shot provide examples for PP 19.

<b>Line</b>	<b>Description</b>
1 through 8	Regular time added to existing or new lines with FY 2013 accounting may be added after the T&A Data Page is available for days worked September 22 through 30. <b>Complete this data by September 30.</b>
10 through 13	Regular time added to T&A data by clicking "New" at the bottom of the "Work Time" section with FY 2014 accounting.
9 and 14	Premium time worked requested through "Premium Pay Request" option will all be added to T&A with FY 2013 accounting. Lines where premium time has incorrect FY accounting may be corrected using instructions found in subparagraph B.

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6 WebTA Screen Prints for PP 19 (Continued)

A Entering PP 19 Regular Work Time (Continued)

01 - Regular Base Pay	38420784000000	COMMON	FARM RECORDS	2:30	4:00	0:30	1:00			8:00									
01 - Regular Base Pay	38420784000000	NP	ADMIN	2:00						2:00	3:15								
01 - Regular Base Pay	38420784000000	NP	EMERGENCY PREP	2:00	0:30	0:45				3:15									
01 - Regular Base Pay	38420784000000	NP	HR	1:30		1:00	1:00			3:30	2:00								
01 - Regular Base Pay	38420784000000	NP	TRAINING		0:15	1:30				1:45									
01 - Regular Base Pay	38420784000000	NAP	SERV & MAINT		3:15	2:45				6:00	2:45								
01 - Regular Base Pay	38420784000000	BCAP	TRAVEL			1:30	2:30			4:00									
01 - Regular Base Pay	38420784000000	BCAP	SERV & MAINT		2:00	4:00	4:30			10:30									
29 - Credit Hours Earned	38420784000000	BCAP	SERV & MAINT			1:00	1:00			2:00									
01 - Regular Base Pay	48420784000000	NP	HR								0:30	4:00	4:00						
01 - Regular Base Pay	48420784000000	MAL	SIGNUP & ELIGIB								1:30	4:00	2:30	3:00					
01 - Regular Base Pay	48420784000000	DCP	TRAVEL								1:30	1:45	0:30						
01 - Regular Base Pay	48420784000000	DCP	SERV & MAINT								4:00	2:15	1:00	1:00					
29 - Credit Hours Earned	48420784000000	DCP	SERV & MAINT								1:00								
<b>Netw</b>			<b>Work Time Total</b>		8:00	8:00	7:00	9:00	9:00	41:00	6:00	8:30	8:00	8:00	8:00				

**Reminder:** WebTA production is schedule be taken **offline** the morning of **October 4**, and returned online when accounting validation table has been added scheduled for start-of-day October 7. Employees shall complete as much FY 2014 information as possible on PP 19 T&A Data Page **before** WebTA is taken offline. Communication will be provided to employees to ensure that they are informed when WebTA is available to complete final T&A data, validation, and certification.

B Editing PP 19 Leave and Premium Pay Requests

The following screen shot example depicts a “Premium Pay” request for PP 19 with the same type of premium pay falling in 2 different FY’s. All the credit time earned in this request will load on 1 line of the T&A Data Page with FY 2013 accounting code.

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6 WebTA Screen Prints for PP 19 (Continued)

B Editing PP 19 Leave and Premium Pay Requests

**Request Information**  
**Premium Pay Type** Credit Hours Earned  
**Transaction Type** Select Transaction

**Previous Month** September 2013 **October 2013**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
	2 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/> <b>Labor Day</b>	3 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	4 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	5 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	6 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	7 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>		1 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	2 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>		
	9 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	10 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	11 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	12 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	13 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	14 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	6 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	7 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	8 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	9 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
	16 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	17 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	18 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	19 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	20 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	21 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	13 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	14 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/> <b>Columbus Day</b>	15 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	16 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
	23 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	24 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	25 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	26 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	27 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	28 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	20 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	21 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	22 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	23 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
	30 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>						27 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	28 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	29 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	30 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	

**Employee Remarks**  
 (100 chars max)

The following screen shot provides an example of loading the "Premium Pay" request. All the credit hours worked are loaded on 1 line of accounting for FY 2013 when the third entry falls in FY 2014 accounting.

01 - Regular Base Pay	3342D784000000	GSP	FIN-ACCTG																								
29 - Credit Hours Earned	AutoLeave (Auto-generated leave (change account))							1:00	1:00	2:00		1:00								1:00	3:00						
<b>Work Time Total</b>												1:00	1:00	2:00		1:00				1:00	3:00						
<b>Leave and Other Time</b>																											
										Absence Start		7:00				7:00											
										Absence End		8:00				7:30											
61 - Annual Leave	3342D784000000																										
										LEAVE		LEAVE		1:00		1:00		0:30		0:30		1:30					
62 - Sick Leave																											
										LEAVE		LEAVE				2:00				2:00		2:00					
<b>Leave and Other Time Total</b>												1:00				1:00		2:00		0:30		2:30		3:30			
<b>Daily Total</b>												1:00		1:00		3:00		2:00		1:30				3:30		6:30	

**Dollar Transactions** Remarks

Transaction/Account Description/Dollar Amt  
 (No Dollar Transactions)

New Total

Update Save/Return Validate Cancel

6 WebTA Screen Prints for PP 19 (Continued)

B Editing PP 19 Leave and Premium Pay Requests (Continued)

If on the T&A Data Page, users click “Edit” to the left of the applicable T&A line, the following Edit Work Time Activity Screen will be displayed. The FY 2013 accounting and the program and activity for the work completed for the September credit time shall be selected from the “Account”, “Program”, and “Activity” drop-down menus, then CLICK “Save”.

DEVELOPMENT Help Switch Account Logout

### Edit Work Time Activity

Transaction Code	29 - 29 - Credit Hours Earned
Prefix	
Suffix	
Account	3842D784000000 (No Description)
Program	BCAP
Activity	SERV & MAINT

Save Cancel

KRONOS

If on the T&A Data Page, users click “New” at the bottom of the “Work Time” section, the following New Work Time Activity Screen will be displayed. The correct transaction code shall be selected to add the correct type of premium pay, the FY 2014 accounting, the applicable program, and activity for the October credit time, then CLICK “Save”.

DEVELOPMENT Help Switch Account Logout

### New Work Time Activity

Transaction Code	29 - 29 - Credit Hours Earned
Prefix	
Suffix	
Account	4842D784000000 (No Description)
Program	DCP
Activity	SERV & MAINT

Save Cancel

KRONOS

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6 WebTA Screen Prints for PP 19 (Continued)

B Editing PP 19 Leave and Premium Pay Requests (Continued)

The time worked in the FY 2013 “Credit Hours Earned” section of the T&A should then be deleted from the line where it was automatically loaded and added to the newly added FY 2014 line.

Del	01 - Regular Base Pay	3842D784000000	NP	HR															
Del	01 - Regular Base Pay	3842D784000000	NP	TRAINING															
Del	01 - Regular Base Pay	3842D784000000	FLPOL	FIN-ACCTG															
Del	29 - Credit Hours Earned	3842D784000000	BCAP	SERV & MAINT			1:00	1:00	2:00									1:00	3:00
Del	01 - Regular Base Pay	3842D784000000	GRP	FIN-ACCTG															
Del	29 - Credit Hours Earned	4842D784000000	DCP	SERV & MAINT														1:00	
New	Work Time Total						1:00	1:00	2:00									1:00	3:00
<b>Leave and Other Time</b>																			
										Absence Start		7:00						7:00	
										Absence End		8:00						7:30	
Del	61 - Annual Leave			LEAVE	LEAVE		1:00		1:00									0:30	1:30
Del	62 - Sick Leave	4842D784000000		LEAVE	LEAVE													2:00	2:00
New	Leave and Other Time Total						1:00		1:00									2:30	3:30
				<b>Daily Total</b>				1:00	1:00	1:00	3:00	2:00	1:30					3:30	6:30

The following example depicts a “Leave” request for PP 19 with the same type of leave falling in 2 different FY’s. All the annual leave taken in the request will load on 1 line of the T&A Data Page using FY 2013 accounting code.

Del	01 - Regular Base Pay	3842D784000000	GRP	FIN-ACCTG															
New	Work Time Total						1:00	1:00	2:00									1:00	3:00
<b>Leave and Other Time</b>																			
										Absence Start		7:00						7:00	
										Absence End		8:00						7:30	
Del	61 - Annual Leave			LEAVE	LEAVE		1:00		1:00									0:30	1:30
Del	62 - Sick Leave	3842D784000000		LEAVE	LEAVE													2:00	2:00
New	Leave and Other Time Total						1:00		1:00									2:30	3:30
				<b>Daily Total</b>				1:00	1:00	1:00	3:00	1:30	2:00					3:30	6:30

<b>Dollar Transactions</b>		<b>Remarks</b>
Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New	<b>Total</b>	

Because the applicable leave type is already on the T&A Data Page for FY 2013, **no** edit is required. CLICK “New” in the lower-left corner of the “Leave and Other Time” section. The New Leave and Other Time Activity Screen will be displayed. Click “Transaction Code” drop-down menu to add the applicable type of leave; “Account” drop-down menu to select the accounting line for FY 2014, “Program” drop-down menu to add “LEAVE”, and “Activity” drop-down menu add “LEAVE”, and CLICK “Save”.

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6 WebTA Screen Prints for PP 19 (Continued)

B Editing PP 19 Leave and Premium Pay Requests (Continued)

The screenshot shows the 'New Leave and Other Time Activity' form in the KRONOS system. The form is titled 'New Leave and Other Time Activity' and is set in 'DEVELOPMENT' mode. It includes a 'Help', 'Switch Account', and 'Logout' menu. The form fields are as follows:

Transaction Code	61 - 61 - Annual Leave
Prefix	
Suffix	
Account	4842D784000000 (No Description)
Program	LEAVE
Activity	LEAVE

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The KRONOS logo is visible at the bottom left of the screen.

The following example depicts leave that applies to October days **only**, but is recorded with the FY 2013 accounting. The Edit Leave and Other Time Screen shall be used to change the accounting from FY 2013 to FY 2014. No other changes are required in this instance.

The screenshot shows the 'Edit Leave and Other Time Activity' form in the KRONOS system. The form is titled 'Edit Leave and Other Time Activity' and is set in 'DEVELOPMENT' mode. It includes a 'Help', 'Switch Account', and 'Logout' menu. The form fields are as follows:

Transaction Code	62 - 62 - Sick Leave
Prefix	
Suffix	
Account	4842D784000000 (No Description)
Program	LEAVE
Activity	LEAVE

Buttons for 'Save' and 'Cancel' are located at the bottom of the form. The KRONOS logo is visible at the bottom left of the screen.

The following screen depicts the leave edit result on the T&A Data Page. In this example the annual leave requires moving the hours from the FY 2013 accounting line to the FY 2014 accounting line for the annual leave used during the October dates. The sick leave all falls within one FY, so only requires an edit of the accounting line.



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### 7 PP 20 Action Required for Timekeepers, Employees and Supervisors

#### A PP 20 Action for Timekeepers

After PP 19 is verified, certified, and swept for pay by NFC, timekeepers shall access **each** employee's accounting using the Active Accounts instructions provided in paragraph 3. For **each** employee, the timekeeper shall CLICK "**Del**" for the FY 2013 accounting code to delete the FY 2013 accounting.

#### B PP 20 Action for Employees

All lines of accounting will roll forward from PP 19 to PP 20 T&A Data Page. Before making entries on PP 20 T&A Data Page, employees shall **delete all FY 2013 lines of accounting**. To delete, CLICK "**Del**" on the left side of **each** line with accounting beginning with a "3". This includes **both** the "Work Time" and "Leave and Other Time" sections of the T&A Data Page. Beginning with PP 20, **only** FY 2014 accounting should be used on the T&A Data Page.

#### C PP 20 Actions for Supervisors

Supervisors shall verify with the timekeeper that **all** FY 2013 accounting codes have been deleted for employees within their organization. Supervisors should review **every line of accounting** on the PP 20 T&A Data Page to ensure that **no** FY 2013 accounting is being used. Do **not** certify any T&A's for PP 20 until any accounting errors have been addressed.