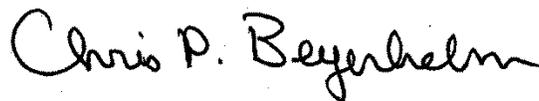


For: FSA Employees

Instructions for FY Accounting Rollover in WebTA

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FY rollover, from FY 2015 to FY 2016, will take place in pay period (PP) 19 beginning September 20, 2015, and ending October 3, 2015. Instructions and screen prints can be found in 21-AO.

B Purpose

This notice provides:

- procedure for completing FY rollover
- all applicable dates
- handbook references.

C Contact Information

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

- Mitzi Lankford at mitzi.lankford@wdc.usda.gov
- BPMS Help Desk at bpmsupdate@wdc.usda.gov.

Disposal Date	Distribution
December 1, 2015	All FSA employees; State Offices relay to County Offices

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2 PP 19 Required Actions for Timekeepers, Employees, and Supervisors

A PP 19 Overlap of FY 2015 and 2016

During PP 19, FY 2015 runs from September 20 through September 30, 2015. The **only** accounting code to be used for time worked or leave taken during this timeframe is the FY 2015 accounting code that begins with the number “5”.

October 1 through October 3, 2015, falls within FY 2016. The **only** accounting code to be used for time worked or leave taken during this timeframe is the FY 2016 accounting code that begins with the number “6”.

An example of a completed T&A for the rollover pay period can be found in 21-AO, paragraph 63. 21-AO can be accessed online by either of the following web sites:

- <http://fsaintranet.sc.egov.usda.gov/dam/handbooks/handbooks.asp>
- <http://fsaintranet.sc.egov.usda.gov/dps/services/downloadhandler.ashx?fileid=15917>.

B PP 19 Actions for Timekeepers

Timekeepers shall:

- follow instructions, including screen prints, in 21-AO, paragraph 22 to add FY 2016 accounting to the accounting table

Note: The budget FY is represented by the last digit of the FY (**FY 2016 is “6”**)

- follow instructions, including screen prints, provided in 21-AO, paragraph 62 to add new FY accounting to **each** employee assigned to the timekeeper
- after September 25, 2015, but no later than October 1, 2015, add the new FY 2016 accounting into WebTA for **each** employee assigned to the timekeeper
- inform supervisor, and all assigned employees, that FY 2016 accounting has been added
- assist supervisor with a review of employees’ completed T&A’s, if requested.

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2 PP 19 Required Actions for Timekeepers, Employees, and Supervisors

C PP 19 Actions for Employees

Employees shall:

- after receiving notification that the FY 2016 accounting codes are available, add new lines with FY 2016 accounting when entering time worked or leave taken for October 1 through October 3, 2015
- complete and validate PP 19 T&A data no later than end-of-day **Monday, October 5, 2015**.

D PP 19 Actions for Supervisors

Supervisors shall:

- review instructions in 21-AO, paragraph 62 for timekeepers and 21-AO, paragraph 43 for employees
- follow instructions, including screen prints, provided in 21-AO, paragraph 52 for supervisory review and certification
- ensure that the timekeepers complete the actions in paragraph 2 to provide employees with accurate accounting code information for PP19
- inform employees that codes are available and ensure that all employees accurately complete T&A's by dates provided
- review this notice, and work with timekeepers, to ensure correct formatting and accounting for each employee
- consider having timekeepers perform a second party review of accounting on each employee's T&A to ensure accuracy
- certify employees PP 19 T&A with correct data no later than end-of-day **Tuesday, October 6, 2015**.

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3 PP 20 Required Actions for Timekeepers, Employees, and Supervisors

A PP 20 Actions for Timekeepers

After PP 19 T&A's have been verified, certified, and swept for pay by NFC, timekeepers shall access **each** assigned employee's accounting using the Active Accounts instructions provided in 21-AO, paragraph 62. For **each** assigned employee, the timekeeper shall click "**DEL**" for the FY 2015 accounting code and delete the FY 2015 accounting.

B PP 20 Actions for Employees

All lines of accounting on the T&A Data Page will roll forward from PP 19 to PP 20. Before making entries on the PP 20 T&A Data Page, employees shall delete all FY 2015 lines of accounting by clicking "**DEL**" on the left side of **each line** that begins with the number "**5**". This includes both the "Work Time" and "Leave and Other Time" sections. Beginning with PP 20, **only** FY 2016 accounting shall be used on the T&A Data Page.

C PP 20 Actions for Supervisors

Supervisors shall verify with the timekeeper that **all** FY 2015 accounting codes have been deleted for all employees within their organization. Supervisors shall review every line of accounting on the PP 20 T&A Data Page to ensure that FY 2015 accounting is **not** being used in the "Work Time" or the "Leave and Other Time" sections. **Do not certify** any T&A's for PP 20 until all accounting errors have been addressed and corrected.