

For: RMA Offices

End of FY Time and Attendance (T&A) Reporting for RMA Offices

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice contains:

- information on T&A coding for pay periods 20, 21, and 22, 1999
- FY 2000 T&A Accounting Codes for pay period 21 (Exhibit 1)
- an example of the pay period 21 T&A posting screen (Exhibit 2).

B

Contacts

For further information on T&A processes, contact:

- Linda Watkins at 202-418-9038
- Kim Jones at 202-418-9019.

2 Preparing T&A's for Pay Period 20

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Action

Prepare pay period 20 T&A's as you normally would. There are **no** special instructions for pay period 20, unless you have an employee on military leave in both September and continuing into October 1999.

3 Preparing T&A's for Pay Period 21

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Action

All RMA Offices that store FY accounting shall follow subparagraph B for pay period 21.

Note: RMA Offices that **do not store** FY accounting should leave the "AC" Field blank and continue to prepare their T&A's for FY 2000, as previously instructed.

Continued on the next page

Disposal Date	Distribution
February 1, 2000	All RMA Offices

Notice PM-2130

3 Preparing T&A's for Pay Period 21 (Continued)

B

Posting T&A's for Pay Period 21 Timekeepers shall follow this table for posting **pay period 21 T&A's**.

Step	Action
1	Proceed to first T&A to be posted.
2	PRESS "Enter" to update T&A.
3	Proceed to the "AC" Field on the second line of each T&A and ENTER "1" in the AC code block on each T&A. There must be a "1" in the AC Field to store the FY 2000 accounting code into the NFC database.
4	Post the first transaction code and hours on line 3 of the posting screen. Enter the appropriate accounting code for FY 2000 in the "APP" Field of the T&A. See Exhibit 1. Example: FY 2000 accounting code format is: APP A B C 001 0101 0000 41.
5	Continue to post the next transaction codes and hours, but do not enter any codes in the accounting fields. The FY 2000 code shall only be entered once on line 3. See Exhibit 2 for an example of a pay period 21 T&A.
6	Post all T&A's in the T&A group in the same manner, repeating steps 1 through 5 above.
7	After the T&A's are printed, timekeepers shall check each T&A to ensure that the correct FY 2000 accounting codes have been entered.

4 Preparing T&A's for Pay Period 22

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Action For pay period 22 T&A's, timekeepers shall:

- ENTER "2" in the AC code block on each T&A in the T&A group, except for a new or transferring employee.
 - **return to normal T&A preparation.**
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Risk Management Agency End of Fiscal Year Accounting Codes

Note: There is a pending organizational change that will affect some of these codes. Updates will be provided as the changes occur.

Office	New FY 2000 Codes
Office of Administrator	001 0101 0000 41
Program Support Staff	001 0102 0000 41
Litigation Staff	
Civil Rights Staff	001 0104 0000 41
Advisory Committee Risk Management	001 0105 0000 41
External Affairs Staff	001 0106 0000 41
Strategic Operations Staff	001 0107 0000 41
Deputy Administrator for Research and Development	
Office of Deputy Administrator	001 0201 0000 41
Actuarial Division - Office of Director	001 0202 0000 41
Actuarial Design Branch	001 0202 0100 41
Data Base Branch	001 0202 0200 41
Actuarial Documents Branch	001 0202 0300 41
Product Development Division	
Office of Director	001 0203 0000 41
Policy Development and Standards Branch	001 0203 0100 41
Underwriting Products Branch	001 0203 0200 41
Loss Adjustment Standards Branch	001 0203 0300 41
Research and Evaluation Division	001 0204 0000 41
Fiscal Operations and Systems Division	
Office of Director	001 0250 0000 41
Operations Branch	001 0251 0000 41
Systems Branch	001 0252 0000 41
Budget Staff	001 0253 0000 41

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Risk Management Agency End of Fiscal Year Accounting Codes (Continued)

Office	New FY 2000 Codes
Deputy Administrator - Insurance Services	
Office of Deputy Administrator	001 0301 0000 41
Reinsurance Services Division	001 0302 0000 41
Underwriting Services Division	001 0303 0000 41
Claims Division	001 0304 0000 41
Billings Regional Service Office	
Office of Director	001 0310 0000 XX
Underwriting Services Branch	001 0310 0100 XX
Program Services Branch	001 0310 0200 XX
Jackson Regional Service Office	
Office of Director	001 0315 0000 XX
Underwriting Services Branch	001 0315 0100 XX
Program Services Branch	001 0315 0200 XX
Oklahoma City Regional Service Office	
Office of Director	001 0320 0000 XX
Underwriting Services Branch	001 0320 0100 XX
Program Services Branch	001 0320 0200 XX
Edinburg, TX - Satellite Office	001 0320 0300 XX
Raleigh Regional Service Office	
Office of Director	001 0325 0000 XX
Underwriting Services Branch	001 0325 0100 XX
Program Services Branch	001 0325 0200 XX
Ballston Spa, NY - Satellite Office	001 0325 0300 XX
Sacramento Regional Service Office	
Office of Director	001 0330 0000 XX
Underwriting Services Branch	001 0330 0100 XX
Program Services Branch	001 0330 0200 XX
Redding, CA - Satellite Office	001 0330 0300 XX
St. Paul Regional Service Office	
Office of Director	001 0335 0000 XX
Underwriting Services Branch	001 0335 0100 XX
Program Services Branch	001 0335 0200 XX
Note: "XX" consists of any 2-digit numeric which equals 01 through 07, 41, or 42	

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Risk Management Agency End of Fiscal Year Accounting Codes (Continued)

Office	New FY 2000 Codes
Spokane Regional Service Office	
Office of Director	001 0340 0000 XX
Underwriting Services Branch	001 0340 0100 XX
Program Services Branch	001 0340 0200 XX
Springfield Regional Service Office	
Office of Director	001 0345 0000 XX
Underwriting Services Branch	001 0345 0100 XX
Program Services Branch	001 0345 0200 XX
Topeka Regional Service Office	
Office of Director	001 0350 0000 XX
Underwriting Services Branch	001 0350 0100 XX
Program Services Branch	001 0350 0200 XX
Valdosta Regional Service Office	
Office of Director	001 0355 0000 XX
Underwriting Services Branch	001 0355 0100 XX
Program Services Branch	001 0355 0200 XX
<p>Note: "XX" consists of any 2 digit numeric which equals 01 through 07, 41, or 42.</p>	
Deputy Administrator for Compliance	
Office of Deputy Administrator	001 0401 0000 XX
Insurance Operations Division	001 0402 0000 XX
Policy Procedure and Evaluation Division	001 0403 0000 XX
Dallas Compliance Field Office	001 0410 0000 XX
Indianapolis Compliance Field Office	001 0415 0000 XX
Kansas City Compliance Field Office	001 0420 0000 XX
Raleigh Compliance Field Office	001 0425 0000 XX
Sacramento Compliance Field Office	001 0430 0000 XX
St. Paul Compliance Field Office	001 0435 0000 XX
<p>Note: "XX" consists of any 2-digit numeric which equals 04, 05, 09, 11, 15, 16, 18 through 23, 41, or 42 (valid for all Compliance Offices)</p>	

Example of Pay Period 21 T&A

D
Pay Period 21
T&A

Following is an example of a printed T&A for pay period 21.

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NAME: ENDOF FISCALYR      SS#: 123-45-6789  T&A PAY PERIOD: 21  DATE: 09-14-99
T&A CONTACT POINT: 08-11-0010-01-01  GS  FULL TIME PAY PERIOD DUTY HOURS: 80.0
ALT-WORK-SCHD: VAR.80HR.P/P
CAN USE SPECIAL PREFIX/SUFFIX CODES

PREFIX TRANSACTION-DESCRIP SUFFIX WEEK1 WEEK2  ACCOUNTING DATA
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REGULAR TIME                40.   24.   001 0101 0000   41
ANNUAL LEAVE USED           .     8.   STORE THE ABOVE ACCOUNTING AT NFC
SICK LEAVE USED             .     8.

WEEKLY HOURS IN PAY STATUS.....: 40.0 40.0

TOTAL HOURS IN PAY STATUS .....: 80.0

----- LEAVE RECORD -----
BALANCE          ENDING
TYPE  FORWARD ACCRUED USED  BALANCE
ANNUAL LEAVE CATEGORY: 8 - CEILING: 240.0 ANNUAL  100.0  8  8.0 100.0
SICK LEAVE CATEGORY--: 4 SICK  96.0  4  8.0 92.0

CERTIFIED
TIMEKEEPER _____ EMPLOYEE _____ SUPERVISOR _____
CERTIFIED CORRECT:ALL REGULAR TIME, LEAVE,
OVERTIME, NIGHT DIFFERENTIAL AND HOLIDAY
TIME WAS WORKED AND APPROVED TO LAW AND
REGULATIONS.

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