

For: FSA State and County Offices

**PC-Tare CO T&A's for Pay Period 21**

Approved by: Acting Deputy Administrator for Management



**1 Overview**

**A**

**Background**

State and County Offices have been advised that the CO personnel/payroll function is being transferred to NFC effective pay period 21. Part of this process requires County Offices to prepare T&A's in PC-Tare.

**B**

**Purpose**

This notice provides instructions and guidance for the creation of T&A's in PC-Tare during the implementation pay period.

**C**

**Contact**

If there are any questions about this notice, contact Barbara Boyd, HRD, at 202-418-8992 or Debbie Barker, FMD, at 703-305-1309.

**2 PC-Tare Entries**

**A**

**Master Records**

Ensure that master records have been created for all employees and that the information is reflective of the appropriate data as of the end of pay period 20. Also ensure that the first 2 characters of the contact point are "CE". If not, then the contact point recorded when establishing the timekeeper's password is incorrect and should be corrected before proceeding.

<b>Disposal Date</b>  January 1, 2000	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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**2 PC-Tare Entries (Continued)**

**B**

**T&A for Pay  
Period 21**

Follow NFC’s Title VI, Chapter 10, Section 2 for in-depth PC- Tare entry instructions. This table provides a quick guide for pay period 21 entries. From the main PC-Tare menu select option 02, “Enter Current T&A”.

Line	Block	Instructions
01	PP	This entry is generated from the entry made on the main menu, and should be “21”. If incorrect, PRESS “F2” to end processing and start again.
	S-S	Enter applicable social security number and PRESS “Enter” to modify T&A.
	St	Leave blank and PRESS “Enter”, except for employees that were newly hired in pay period 21. For newly hired employees, enter corresponding number for the day of the pay period in which the appointment was effective.
	End	Leave blank and PRESS “Enter”, except for employees that are separating in pay period 21. For separating employees, enter corresponding number for the day of the pay period in which employment ended.
02	FS	Leave blank
	AL	Leave blank, unless advance leave has been authorized. If employee has authorized advanced: <ul style="list-style-type: none"> <li>• annual leave, ENTER “1”</li> <li>• sick leave, ENTER “2”</li> <li>• annual and sick leave, ENTER “3”.</li> </ul>
	O	Leave blank, except for employees that were newly hired in pay period 21. For newly hired employees ENTER “1”.  <b>Note:</b> T&As with a “1” in this block will <b>not</b> be accepted at NFC unless the State personnel office processes a personnel action.
	F	Leave blank, except for employees that separate from CO service in pay period 21. For separating employees ENTER “1”.
	AU01	Leave blank.
	2	Leave blank.
	%	Leave blank.

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**2 PC-Tare Entries (Continued)**

**B  
T&A for Pay  
Period 21  
(Continued)**

<b>Line</b>	<b>Block</b>	<b>Instructions</b>
02 Cntd	AC	ENTER "1". In future pay periods, ENTER "2" here, unless the employee's accounting classification codes change.
	Da	Leave blank, except for intermittent employees (including COC members). For intermittent employees and COC members, enter appropriate number of pay status days.
	CS	Should be blank. If "1" is present, then the wrong option (06) was selected on the main menu. PRESS "F2" to end processing and start again.
	AWS	Data is generated from master record.
03-13	PR	Leave blank, except for COC established mileage, then ENTER "50".
	TC	Exhibit 1 is a list of the most commonly used transaction codes. See Appendix B of Title VI, Chapter 10, Section 2 for a complete list of appropriate entries. ENTER "17" for COC established mileage.
	Suffix	Leave blank.
	Week 1 and Week 2	<p>Enter appropriate hours, including fractions. Acceptable fractions are:</p> <ul style="list-style-type: none"> <li>• "1" for 15 minutes</li> <li>• "2" for 30 minutes</li> <li>• "3" for 45 minutes</li> <li>• "0" for whole hours.</li> </ul> <p>For COC established mileage, enter dollars and cents as required in NFC Bulletin 99-1A. Example: For \$99.50, enter the dollar amount as "009" in positions 1, 2, and 3 of the hours portion of Week 1 field and "9" in the fractions portion of week 1 field. Enter the cents amount as "050" in positions 1, 2, and 3 of the hours portion of Week 2 field. Leave the fractions portion of Week 2 field blank.</p>

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**2 PC-Tare Entries (Continued)**

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**B  
T&A for Pay  
Period 21  
(Continued)**

Line	Block	Instructions
03-13 Cntd	App and Columns A-F	<p>On first line, enter the appropriate 12-digit code beginning under the column APP and continuing through column C, with no spaces entered between codes. Leave columns D through F blank. The 12 digit format is Y87SSCCCTC00, where:</p> <ul style="list-style-type: none"> <li>• “Y” is last digit of FY, which is “0” for FY 2000</li> <li>• “87” is the fund code for all County Offices</li> <li>• “SS” is the State numeric code, i.e. “48” for Texas</li> <li>• “CCC” is the county numeric code, i.e. “057” for Greene County</li> <li>• “TC” is the type employee code, as follows:</li> <li>•</li> <li>• “RE” for permanent</li> <li>• “TO” for temporary office</li> <li>• “TF” for temporary field</li> <li>• “CC” for committee or alternate</li> <li>• “MS” for all others</li> <li>•</li> <li>• “00” is zeros for everyone.</li> </ul> <p>An example of a permanent employee in Greene County, TX, is displayed on the screen as:</p> <p align="center">087 4805 7RE0 0</p>
	LL	ENTER “1” if this is the last line of hours. If not, PRESS “Enter” and enter the next line of hours, with no accounting data. Continue this process until all hours have been entered. On the last line in which hour entries are needed, ENTER “1”.
15-16	TC	Enter appropriate TC code for other time if applicable, otherwise leave blank.
	Week 1 and Week 2	Enter hours and fractions for other time if applicable, otherwise leave blank.
		PRESS “F4” to complete the T&A. After reviewing the completed T&A, ENTER “A” to accept the record.

**Commonly Used T&A Transaction Codes for PC-Tare**

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The following table shows a list of commonly used T&A transaction codes for PC-Tare.

<b>Regular Time Transaction Codes (Enter on lines 3 through 13)</b>		
<b>Prefix</b>	<b>Code</b>	<b>Description</b>
	01	Regular time
50	17	County Committee travel reimbursements for established mileage
	19	Overtime for over 8 hours in a day, within 40 hour week
	21	Overtime for over 40 hours in a week
	23	Travel overtime under FLSA
	31	Holiday worked overtime
	61	Annual leave
	62	Sick leave
62	62	Family sick leave
	63	Restored leave
	64	Compensatory leave used
	65	Regular military leave
	66	Other leave (including holiday)
<b>Other Time Transaction Codes (Enter on lines 15 and 16)</b>		
	32	Compensatory time worked
	71	Leave without pay
	72	Absence without official leave

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