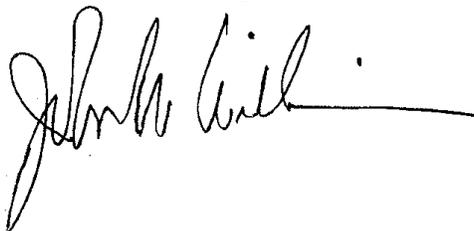


For: All FFAS Offices

**Preparing Pay Period 26 T&A's**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides information on:

- preparing pay period 26, 1999, T&A's
- circumstances requiring split T&A's in pay period 26, 1999
- preparing split T&A's.

**B**

**Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

Location	Contact
County Offices using PC-TARE	FSA State Office
State Offices and APFO	Carolyn Layden at 816-926-6709 or Myrna Highlander at 816-926-6184, Personnel Division, KCMO
National Office and RMA Field Offices	Linda Watkins at 202-418-9038 Kim Jones at 202-418-9019, FFAS, FSA, HRD

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2000	All FAS, RMA, and FSA Offices; State Offices relay to County Offices

## Notice PM-2150

### 2 Preparing T&A's Using PC-TARE

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#### A

**Required Action** When PC-TARE users update their “first” T&A record for a full-time employee in leave category 6 in pay period 26, the message, “**Is This The Last Full Pay Period of the Calendar Year (Y/N)**”, will be displayed again. When the message is displayed for pay period 26, 1999, PC-TARE users shall ENTER “N”.

**Note:** See the NFC PC-TARE (for Timekeepers) handbook, page 10, for instructions.

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#### B

**Reminder** If the “**Annual Leave Category**” field was changed to “0” in an employee’s master record in the PC-TARE System for pay period 25 T&A processing, users are reminded to change the “**Annual Leave Category**” field back to “6” before processing pay period 26 T&A’s.

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### 3 Preparing T&A's Using FAS's DEC T&A System

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#### A

**Action** No special T&A action is necessary for pay period 26, since the DEC T&A system will handle automatically.

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### 4 Nonpay Status Hours or Emergency Military Leave

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#### A

**Split T&A Required** Nonpay status hours and emergency military leave must be charged to the calendar year in which it occurs. Therefore, NFC requires a split T&A when either leave type occurs:

- in **both** calendar years 1999 and 2000 (December 19 through 31, 1999, and January 1, 2000)
  - only during calendar year 2000 (January 1, 2000).
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**4 Nonpay Status Leave or Emergency Military Leave (Continued)**

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**B  
Split T&A Not  
Required**

A split T&A is **not** required when nonpay status hours or emergency military leave occurs only during calendar year 1999 (December 19 through 31, 1999).

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**C  
Action**

When a split T&A is required for pay period 26, 1999, users of the PC-TARE T&A system shall prepare an automated split T&A, according to the following instructions table.

<b>Step</b>	<b>Action</b>
1	See the NFC T&A Manual, Chapter 21, for detailed instructions on reporting split T&A's.
2	See the NFC PC-TARE (for Timekeepers) handbook, page 22, for instructions on using the split T&A option in the PC-TARE system.
3	Complete Split T&A Screen, page 1, to include December 19, 1999, through December 31, 1999.
4	Complete Split T&A Screen, page 2, to include January 1, 2000.
5	Include any split T&A's on the usual transmission (Xmit) file for pay period 26, 1999.  <b>Note:</b> When the number of transmitted T&A's is displayed on the Prepare XMIT File Screen, the PC-TARE system counts a split T&A as <b>two</b> T&A's.

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