

**For:** State and County Offices and APFO

**Preparing Pay Periods 25 and 26 System for Time and Attendance Reporting (STAR) Web Time and Attendance (T&A's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Purpose**

This notice provides personnel with information on preparing STAR Web T&A's for pay periods 25 and 26, 2004.

**Note:** Because of the holiday falling on the last Friday of pay period 25, T&A's may be submitted beginning Wednesday, December 22, 2004. All T&A's must be submitted no later than COB Monday, December 27, 2004.

**B Contact**

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

- Patty Gepford at 816-926-6259
- Anne Wheeler at 816-926-6184.

**2 Pay Period 25**

**A No Action Required**

The System for Time and Attendance Reporting (STAR) is a fully automated recording system. No actions are required by the user for employees who:

- are in leave category 6
- reach an 80-hour increment of LWOP.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2005	All FSA State and County Offices and APFO; State Offices relay to County Offices

## Notice PM-2445

### 3 Pay Period 26

#### A When Split T&A's Are 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 **either or both calendar years** 2004 and 2005 (December 26, 2004, through January 8, 2005).

#### B Action

When a split T&A is required for pay period 26, 2004, users of the STAR Web T&A system shall prepare an automated split T&A, according to the following table.

Step	Action
1	See the NFC T&A Manual, Chapter 7, for detailed instructions on reporting split T&A's.
2	See the STAR Web Training Guide, Part J, page 23 for instructions on using the split T&A option in the STAR Web system.
3	Complete T&A split 1 to include December 26 through 31, 2004 (beginning day = 1; ending day = 6).
4	Complete T&A split 2 to include January 1 through 8, 2005 (beginning day = 7; ending day = 14).
5	Ensure "Verify" is displayed in status column for each part of split T&A. Each part of split T&A is a record.  <b>Note:</b> When the T&A is printed, only the 2 <sup>nd</sup> record is shown on the printout.