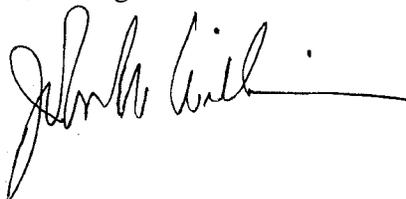


For: State and County Offices, and APFO

**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 information on preparing STAR Web T&A's for pay periods 25 and 26, 2005.

**Note:** Because of the holiday on the first Monday of pay period 26, T&A's may be submitted beginning Wednesday, December 21, 2005. All T&A's must be submitted no later than COB Wednesday, December 28, 2005.

**B Contact**

If there are questions about this notice, contact:

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

**2 Pay Period 25**

**A No Action Required**

STAR Web is a fully automated recording system. No actions are required by the user for employees who:

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

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2006	State Offices and APFO; State Offices relay to County Offices

## Notice PM-2506

### 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** 2005 and 2006 (January 1 through January 7, 2006).

#### B Action

When a split T&A is required for pay period 26, 2006, 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 25 through 31, 2005 (beginning day = 1; ending day = 7).
4	Complete T&A split 2 to include January 1 through 7, 2006 (beginning day = 8; ending day = 14).
5	Ensure that "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 T&A is printed, only the 2 <sup>nd</sup> record is shown on the printout.