

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice BU-754

For: FSA Employees

Instructions for FY Accounting Rollover in WebTA for Timekeepers, Employees, and Supervisors

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FY rollover from FY 2014 to FY 2015 will take place in pay period (PP) 19 beginning September 21, 2014, and ending October 4, 2014. In previous years, an in-depth notice was provided to all employees that included instructions for timekeeper, employee, and supervisor roles, as well as detailed screen prints that accompanied each change. All instructions and screen prints have been incorporated into 21-AO.

B Purpose

This notice provides all applicable dates and handbook references for completion of FY rollover.

Note: Validation and certification dates of T&A's are dependent on the accounting tables being loaded at NFC. Employees and supervisors should follow dates in this notice. If there are any deviations or delays, a communication will be disbursed with updated information.

C Contact Information

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

- Mitzi Lankford by either of the following:
 - e-mail to **mitzi.lankford@wdc.usda.gov**
 - telephone at 202-720-0510
- Vicki Larson by either of the following:
 - e-mail to **vicki.larson@wdc.usda.gov**
 - telephone at 202-720-2501

Disposal Date

November 1, 2014

Distribution

All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

C Contact Information (Continued)

- BPMS Help Desk by e-mail to **RA.DCWashing2.FSA-BPMS**.

Note: State Offices should designate points-of-contact to relay questions from employees within the State.

2 Accounting Codes

A General Guidelines

Accounting codes for payroll are always 14 digits in length and contain specific data elements, such as:

- FY
- fund code for Federal or non-Federal
- employee's assigned organizational unit.

Note: Some accounting codes are alpha-numeric, but it is critical that when a number is required that a number is used and that any letters used in accounting codes should be entered using **uppercase** letters.

Example: The letter "O" should **never** be substituted for the number "0" and lowercase letter "a" should **never** be substituted for uppercase letter "A". For example, enter "5842A784000000" **not** "5842a784OOOOOO".

B Washington, DC; Kansas City, MO; and APFO Accounting Code Format

The following is the accounting code format for Washington, DC; Kansas City, MO; and APFO employees.

Accounting Code Format for All Washington, DC; Kansas City, MO; and APFO Employees GS – "Y84XXXXX000000"	
Code Element	Code Detail
Budget FY (1 character)	"Y" is the last digit of FY (FY 2015 is 5).
Fund Code (2 characters)	"84" is the fund code to be used by all offices.
Organizational Code (5 characters)	"XXXXX" is the detail organizational codes for Washington, DC; Kansas City, MO; and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8 through 10. Example: The organizational code for BUD, Director's Office is "2A784".
Sub-Object Code (2 characters)	Always "00".
Project Code (4 characters)	Always "0000".
Example: FY 2015 BUD Director's Office is "5842A784000000".	

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2 Accounting Codes (Continued)

C State Office Accounting Code Format

The following is the accounting code format for State Office employees.

Accounting Code Format for State Office Employees		
Code Element	Non-FLP – “Y84SSS84000000” Code Detail	FLP – “Y84SS000000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2015 is “5”).	
Fund Code (2 characters)	“84” is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	“SSS84” is the numeric State code. The 5-digit codes are found in 98-FI, Exhibit 13. Example: State code for Maine is “02384”.	“SS000” is the alpha State abbreviation. The 5-digit codes are found in 98-FI, Exhibit 14. Example: Maine is “ME000”.
Sub-object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2015 for Maine.	“58402384000000”	“584ME000000000”

D County Office Accounting Code Format

The following is the accounting code format used for County Office employees.

Accounting Code Format for County Office Employees		
Code Element	CO – “Y87SSCCCC000000” Code Detail	GS – “Y84SSCCCC000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2015 is “5”).	
Fund Code (2 characters)	“87” is the fund code to be used by all County Office CO employees.	“84” is the fund code to be used by all County Office GS employees.
Organizational Code (5 characters)	“SS” is the numeric State code and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 13.	“SS” is the alpha State abbreviation and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 14.
Sub-object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2015 for Knox County, Maine.	“58723013000000”	“584ME013000000”

Note: For permanent shared management, combined, or closed offices use **only** the headquarter county’s code for all employees.

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3 PP 19 Action Required for Timekeepers, Employees, and Supervisors

A PP 19 Has Dates in Both FY 2014 and FY 2015

PP 19 begins September 21, 2014, and ends October 4, 2014. The first week of PP 19, September 21 through September 27, and only September 28 through September 30 of the second week of PP 19, fall within FY 2014. The **only** accounting code to be used for time worked or leave taken during the September dates is the FY 2014 accounting code beginning with the number “4”.

In the second week of PP 19, Wednesday through Saturday dates, October 1 through October 4, fall within FY 2015. The **only** accounting code to be used for the time worked or leave taken during the October dates is the FY 2015 accounting code beginning with the number “5”.

An example of a completed T&A for the rollover pay period is provided in 21-AO, paragraph 63. To access 21-AO, go to <http://fsaintranet.sc.egov.usda.gov/dps/services/downloadhandler.ashx?fileid=15917>.

B PP 19 Actions for Timekeepers

Timekeepers shall:

- follow instructions, including screen prints, provided in 21-AO, paragraph 62
- **after September 26, 2014, and no later than October 1, 2014**, add the new FY 2015 accounting into WebTA for **each** employee assigned to the timekeeper

Exception: Use **paragraph 2 of this notice** for adding FY 2015 accounting to accounting table **instead of** 21-AO, paragraph 22.

- inform supervisor, and all assigned employees, that FY 2015 accounting has been added
- assist supervisor with a review of employees completed T&A's, if requested.

C PP 19 Actions for Employees

Employees shall:

- follow instructions, including screen prints, provided in 21-AO, paragraph 43
- **after** receiving notification that the FY 2015 accounting codes are available, add new lines with FY 2015 accounting and enter time worked or leave taken for October 1 through October 4
- complete and validate PP 19 T&A data no later than end-of-day **Monday, October 6**.

3 PP 19 Action Required for Timekeepers, Employees, and Supervisors (Continued)

C PP 19 Actions for Employees (Continued)

Note: WebTA has a 30 line of accounting limitation for validating T&A Data Pages. Some employees with multiple areas of responsibility have experienced the WebTA limitation of 30-lines of accounting for T&A Data Page validation. Because many of the same programs and activities may have to be used for both the FY 2014 and FY 2015 accounting, additional employees may be affected by this limitation in PP 19. It may assist in ease of reporting if unused lines of accounting are deleted for PP 19, even though they do not add to the limitation.

Employees should focus on the following priorities when reporting time and activity reporting data in PP 19:

- correct hours worked for each FY accounting code
- select program worked
- limit the number of activities reported for each program if the line of accounting limit applies.

D PP 19 Actions for Supervisors

Supervisors shall:

- review instructions in 21-AO, paragraph 62 for timekeepers and paragraph 43 for employees
- follow instructions, including screen prints, provided in 21-AO, paragraph 52
- ensure that the timekeepers complete the actions in paragraph 3 of this notice so employees have accurate accounting code information for PP 19
- inform employees that codes are available and ensure that all employees complete T&A's by dates provided
- review this notice and work with timekeepers to ensure correct formatting and accounting for each employee
- consider having timekeepers complete a second party review of accounting on employee T&A's until the supervisor is comfortable with the accuracy of the accounting for their employees
- certify employee PP 19 T&A data **no** later than end-of-day **Tuesday, October 7, 2014**.

4 PP 20 Action Required for Timekeepers, Employees, and Supervisors

A PP 20 Actions for Timekeepers

After PP 19 is verified, certified and swept for pay by NFC, timekeepers shall access **each** employee's accounting using the Active Accounts instructions provided in paragraph 3. For **each** employee, the timekeeper shall CLICK "**Del**" for the FY 2014 accounting code to delete the FY 2014 accounting.

B PP 20 Actions for Employees

All lines of accounting will roll forward from PP 19 to PP 20 T&A Data Page. Before making entries on PP 20 T&A Data Page, employees shall delete all FY 2014 lines of accounting. To delete, CLICK "**Del**" on the left side of **each** line with accounting beginning with the number "4". This includes **both** the "Work Time" and "Leave and Other Time" sections of the T&A Data Page. Beginning with PP 20, **only** FY 2015 accounting shall be used on the T&A Data Page.

C PP 20 Actions for Supervisors

Supervisors shall verify with the timekeeper that **all** FY 2014 accounting codes have been deleted for employees within their organization. Supervisors shall review **every line of accounting** on the PP 20 T&A Data Page to ensure that **no** FY 2014 accounting is being used in the "Work Time" or the "Leave and Other Time" sections. Do **not** certify any T&A's for PP 20 until all accounting errors have been addressed.