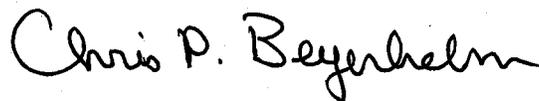


For: FSA Employees

Instructions for FY Accounting Rollover in WebTA

Approved by: Associate Administrator for Operations and Management



1 Required Actions for Rollover

A Background

FY rollover from FY16 to FY17 will take place in webTA in pay period (PP) 19 beginning September 18, 2016, and ending October 1, 2016. General information about accounting codes can be found in 21-AO.

B Purpose

This notice provides:

- procedure for completing FY rollover
- all applicable dates
- handbook references
- webTA 4.2 procedure for updating accounting codes.

C PP 19 Overlap of FY16 and FY17

During PP 19, FY16 runs from September 18 through September 30, 2016. The only accounting codes to be used for time worked or leave taken during this timeframe are the FY16 accounting code that begins with the number “6”.

October 1, 2016, is the first day of FY17. The only accounting code to be used for time worked or leave taken during this timeframe is the FY17 accounting codes that begin with the number “7”.

D Contact Information

If there are any questions about this notice, contact the BPMS Help Desk at bpmsupdate@wdc.usda.gov.

| | |
|----------------------|--|
| Disposal Date | Distribution |
| November 1, 2016 | All FSA employees; State Offices relay to County Offices |

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2 Timekeeper Actions

A Overview

For FY17, timekeepers will add the new FY accounting into webTA for each employee assigned to the timekeeper. **FY17 accounting tables will be available the week of September 26, 2016, and should be loaded before any employee time is recorded for FY17.**

Note: Timekeepers shall **not** add accounting for employees that are only on their employee list because of delegation from another timekeeper.

After accounting has been added to all employees, timekeepers shall verify the following for **each** employee:

- has 1 accounting code for FY16
- has 1 accounting code for FY17
- accounting codes for FY16 and FY17 are exactly the same except for the first digit.

Note: Although many COC's will not convene during PP19 or PP20, timekeepers shall update COC members' accounting codes and timesheets according to this notice at this time.

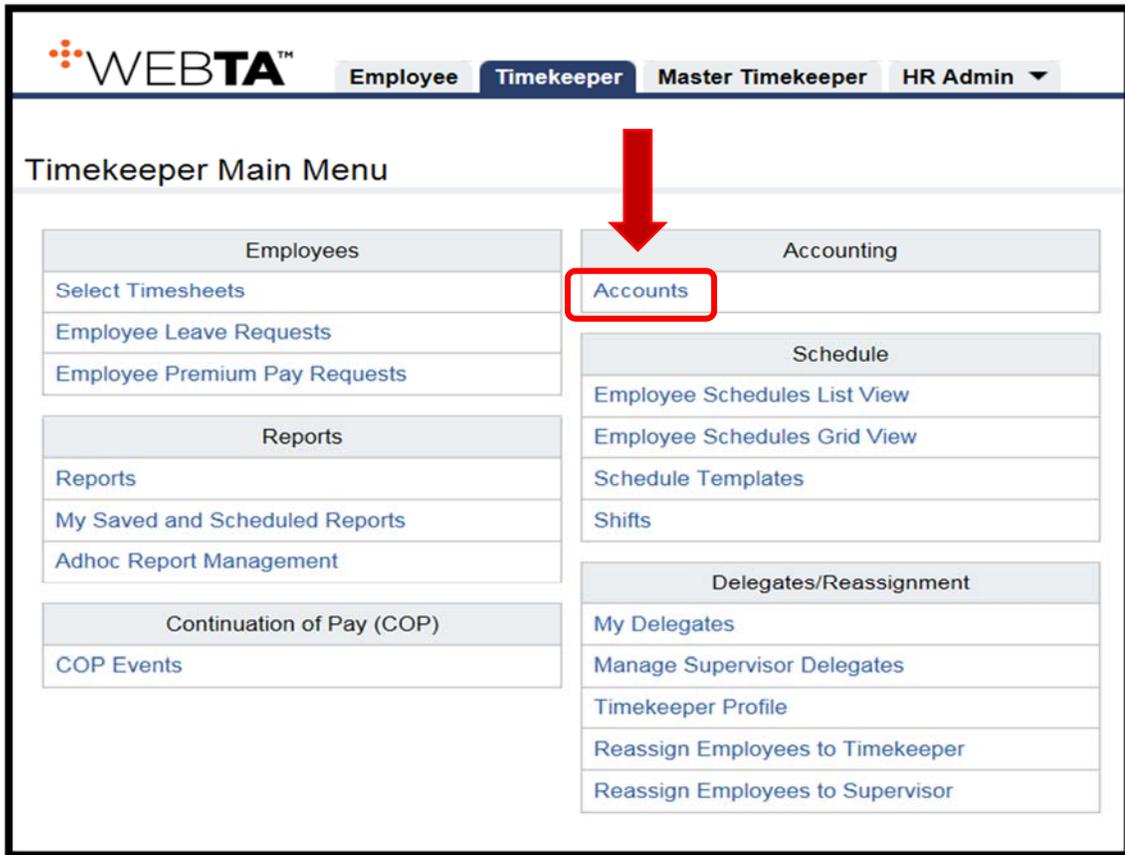
After all of the FY17 accounting has been added to the complete employee list, the timekeeper shall inform the supervisor and employee that the FY17 accounting codes are available to be used in webTA.

Note: Currently, FY17 accounting codes are unavailable in webTA 4.2. For demonstration purposes accounting codes from previous FY's are used in the following examples.

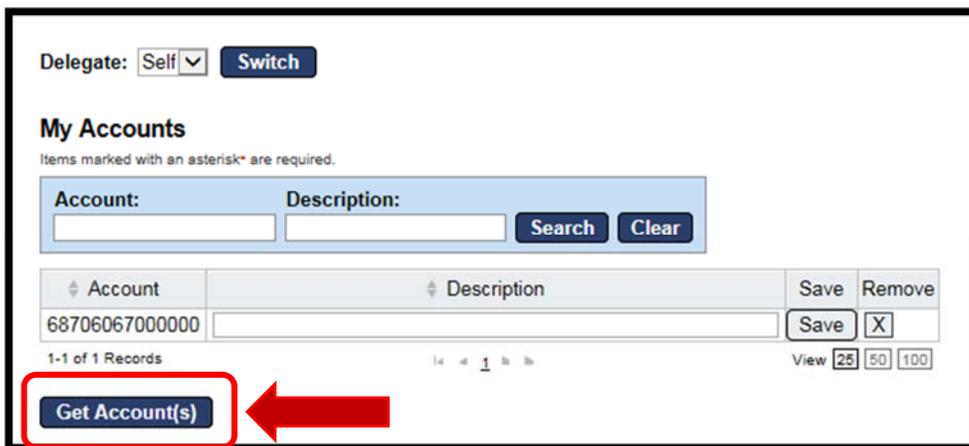
2 Timekeeper Actions (Continued)

B Finding or Adding Existing Accounting Codes

Timekeepers shall access the Timekeeper Main Menu and CLICK “Accounts”.



CLICK the “Get Accounts” button to obtain an existing account.



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2 Timekeeper Actions (Continued)

B Finding and Adding Existing Accounting Codes (Continued)

Enter the one digit year, FY17 is “7”, in the “Fiscal Year” box, enter the fund code, “84” for federal and “87” for county, in the “Fund” Box and enter your five digit organization code in the “Organization” box. After completing the fields, click the “Search” button.

The screenshot shows the WEBTA interface for Timekeeper. The top navigation bar includes 'Employee', 'Timekeeper', 'Supervisor', and 'HR Admin'. The main content area is titled 'Select Accounts'. It features a search form with the following fields: 'Account:', 'Fiscal Year:' (containing '7'), 'Fund:' (containing '87'), 'Organization:' (containing '06067'), and 'Subsubject:'. Below these are 'Project:' and 'Description:' fields. A 'Search' button and a 'Clear' button are located below the form. A table below the form lists accounting codes: 08701001CC0000, 08701001MS0000, 08701001RE0000, and 08701001... Each row has a checkbox in the 'Description' column. Red arrows point to the 'Fiscal Year', 'Fund', 'Organization', and 'Search' fields.

If the accounting code is not yet in the system the search will display “No Results” as shown below. Details on adding a new accounting code can be found in subparagraph C.

This screenshot shows the same 'Select Accounts' search form as the previous one, but with the search results area displaying 'No results'. The 'Search' button is highlighted with a red box and an arrow. Below the table, there are 'Save' and 'Cancel' buttons.

If “No Results” is shown, click the “Cancel” button to return to the My Accounts Screen. Once at the My Accounts Screen, click the “Cancel” button again to return to the Timekeeper Main Menu and add a new accounting code according to subparagraph C.

2 Timekeeper Actions (Continued)

B Finding and Adding Existing Accounting Codes (Continued)

If the accounting code is available it will be displayed as shown below. Select the check box next to the desired code and then click the “Save” button.

Select Accounts

Account: Fiscal Year: Fund: 87 Organization: 06067 Subsubject:

Project: Description: Search Clear

| Account | Description | |
|----------------|-------------|-------------------------------------|
| 08706067CC0000 | | <input type="checkbox"/> |
| 08706067RE0000 | | <input type="checkbox"/> |
| 08706067TO0000 | | <input type="checkbox"/> |
| 18706067000000 | | <input type="checkbox"/> |
| 28706067000000 | | <input type="checkbox"/> |
| 38706067000000 | | <input type="checkbox"/> |
| 48706067000000 | | <input type="checkbox"/> |
| 58706067000000 | | <input checked="" type="checkbox"/> |
| 68706067000000 | | Selected |
| 98706067CC0000 | | <input type="checkbox"/> |
| 98706067MS0000 | | <input type="checkbox"/> |
| 98706067RE0000 | | <input type="checkbox"/> |
| 98706067TO0000 | | <input type="checkbox"/> |

1-13 of 13 Records View 25 50 100

Save Cancel

Once saved the current and newly selected accounting codes should be available as shown below. Click the “Cancel” button to return to the Main Menu Screen.

Accounts

Successfully added account '58706067000000'

My Accounts

Account: Description: Search Clear

| Account | Description | Save | Remove |
|----------------|-------------|------|--------|
| 58706067000000 | | Save | X |
| 68731155000000 | FY 2016 | Save | X |

1-2 of 2 Records View 25 50 100

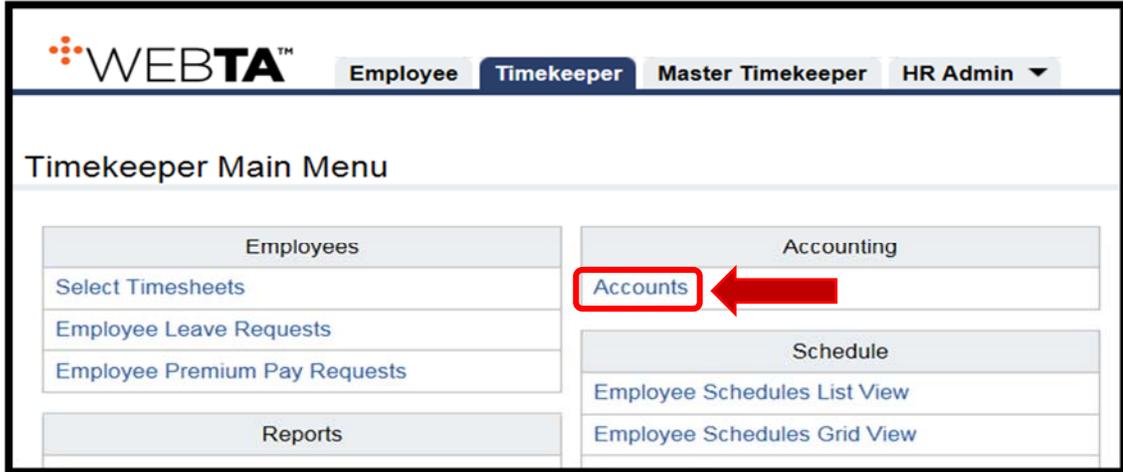
Get Account(s)

Cancel

2 Timekeeper Actions (Continued)

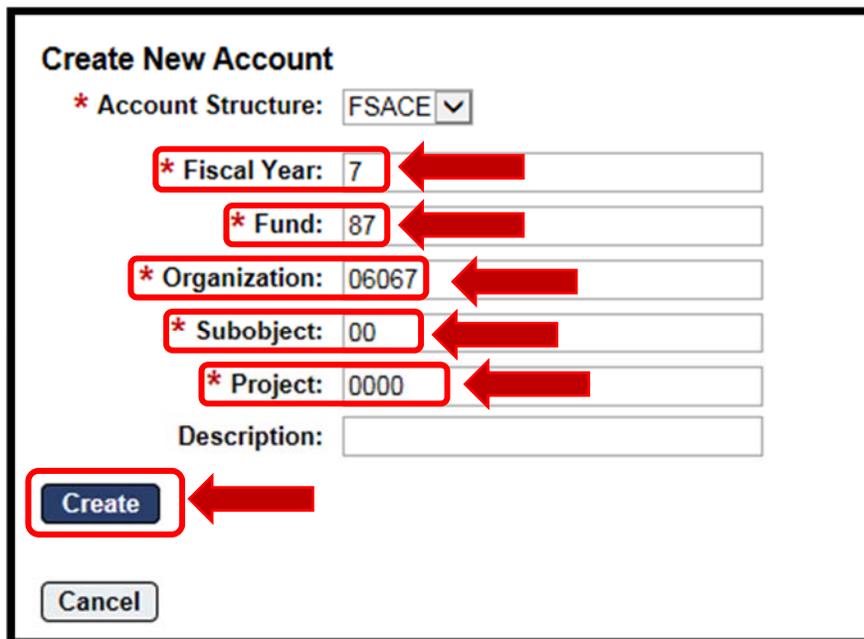
C Adding New Accounting Codes

Under some circumstances, accounting codes may need to be created if they are not already available as an existing accounting code. To add a new accounting code from the Timekeeper Main Menu select the “Accounts” option.



Under the Create New Account Menu, ENTER “7” for FY17 in the “Fiscal Year” box. In the “Fund Code” box enter “84” for federal employees and “87” for county employees. Enter the five digit organization code in the “Organization” box and enter “00” in the “Subobject” box and “0000” in the “Project” box. After completing the boxes click the “Create” button.

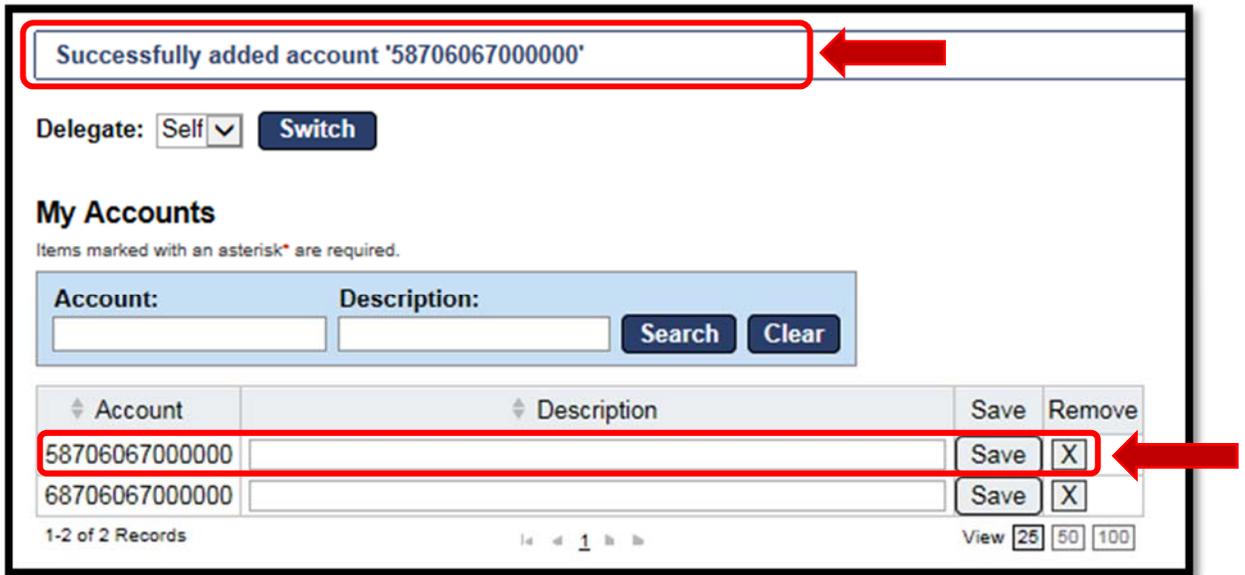
Note: Follow the timeline in subparagraph A to avoid an error on the following screen.



2 Timekeeper Actions (Continued)

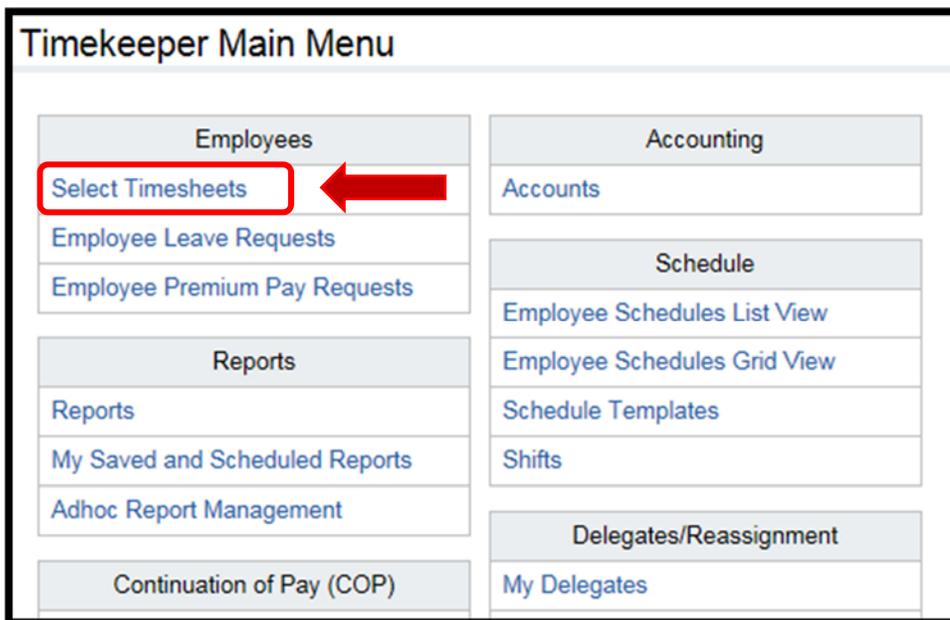
C Adding New Accounting Codes (Continued)

The menu should indicate that the account was successfully created and the new accounting code should be displayed under the listed accounts as shown below.



D Adding Accounting Codes to an Employee

From the Timekeeper Main Menu, click the "Select Timesheets" option.



2 Timekeeper Actions (Continued)

D Adding Accounting Codes to an Employee (Continued)

The search options can be used to find a specific employee by entering information into the boxes in the section toward the top of the page and then clicking the “Search” button. After locating the employee to be updated, place a check in the check box by their name and choose the “Employee Accounts” option at the bottom of the page.

The screenshot shows the 'Select Timesheets' interface. At the top, there are search filters for Pay Period, Timesheet Status, User ID, Last Name (populated with 'doe'), First Name, Middle Name, Organization, and Timekeeper. A 'Search' button is highlighted with a red arrow. Below the filters is a table with columns: Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, Agency, and POI. The first row is selected with a checkmark in the checkbox. At the bottom, there is a 'Select Action' menu with options: Timesheets, Profiles and Settings, Leave and Premium Pay, Send Messages, Other Actions (highlighted with a red arrow), and Default Schedule. Under 'Other Actions', 'Employee Accounts' is also highlighted with a red arrow.

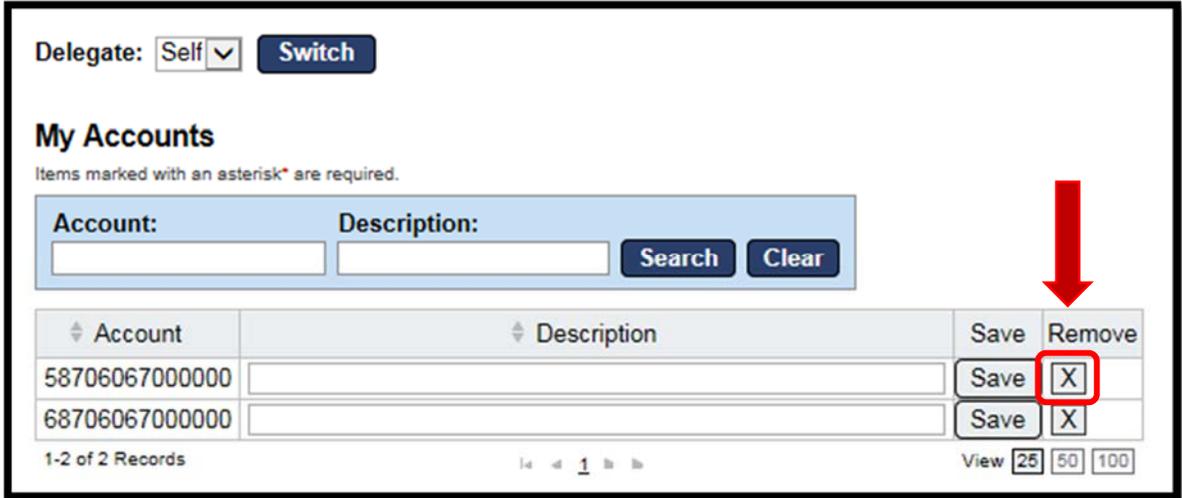
The accounts screen for the employee will be displayed. Follow the instructions in subparagraph B and C to add the FY17 accounting code to the employee.

The screenshot shows the 'Accounts for DOEJOHN ****' interface. At the top, the header 'Accounts for DOEJOHN ****' is highlighted with a red arrow. Below the header is the 'Timekeeper Accounts' section with a table showing one account: 68706067000000. Below that is the 'My Accounts' section with a search form and a table showing the same account. At the bottom is the 'Create New Account' section with fields for Account Structure (FSACE), Fiscal Year, Fund, Organization, Subject, Project, and Description.

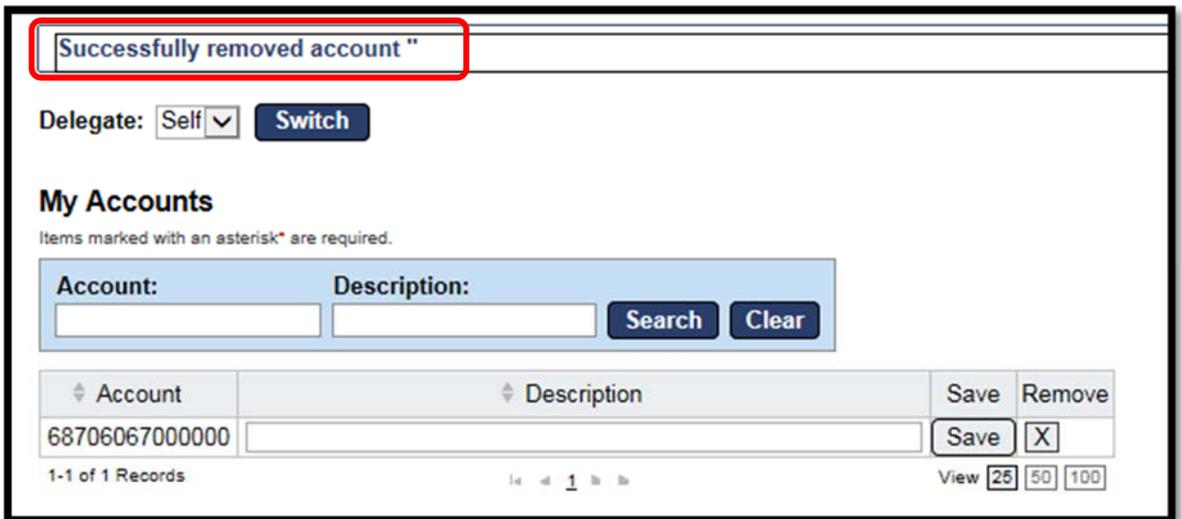
2 Timekeeper Actions (Continued)

E Removing Accounting Codes

Navigate to the employee account listing following the steps in subparagraph D. After reaching the My Accounts page, click the remove check box next to the accounting code that you want to remove.



A notification will be displayed that the account has been removed as shown below



F PP 20 Action for Timekeepers

After PP 19 is verified, certified, and swept for pay by NFC, timekeepers shall access **each** employee according to subparagraph D, and delete the FY16 accounting code as provided in subparagraph E.

3 Employee Actions

A PP 19 Action for Employees

Ensure that all time is coded into webTA for PP 19 according to the following timeframes:

- FY16 runs from September 18 through September 30, 2016, the only accounting code to be used for time worked or leave taken during this timeframe is the FY16 accounting code that begins with the number “6”
- FY17 begins October 1, 2016, the only accounting code to be used for time worked or leave taken during this timeframe is the FY17 accounting code that begins with the number “7”.

B PP 20 Action for Employees

All lines of accounting will roll forward from PP19 to the PP20 T&A data page. Before making entries on the PP20 T&A data page, employees shall **delete all FY16 lines of accounting**. This includes **both** the “Work Time” and “Leave and Other Time” sections of the T&A data page. Beginning with PP20, **only** FY17 accounting should be used on the T&A data page.

4 Supervisor Actions

A Supervisory Review of PP19

Continuous accuracy of payroll data including the accounting codes is critical. However, as FSA rolls from one FY to the next, it is even more important to pay special attention to the accounting detail. The accounting included in PP 19 is important because of the following factors.

- The split of accounting between the days that fall in FY16 and FY17 affects the FY accuracy of budget obligations, average salary costs, and matching employee’s activity reporting to the correct organization.
- When an incorrect accounting code, that is the wrong office organization code, is added to the T&A data page, all of the information is reported to the erroneous location. Until that incorrect code is discovered and replaced with correct accounting on the T&A data page, the budget, payroll, and activity reporting information continues to record to the wrong location.
- Review of accounting data has determined that some employees have several accounting codes to select and this is causing added confusion for employee entry. Employees should only have 1 accounting code at a time with the exception of the rollover PP.

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4 Supervisor Actions (Continued)

B Supervisory Action for PP19

Supervisors shall:

- review this notice and work with timekeepers to develop an understanding of the format of the correct accounting for each employee
- consider having timekeepers complete a second party review of accounting until the supervisor is comfortable with the accuracy of the accounting for their employees
- ensure that the timekeepers complete the actions in paragraph 2 so employees have accurate accounting code information for PP19.

C Supervisory Action for PP20

Supervisors shall verify with the timekeeper that **all** FY16 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** FY16 accounting is being used. Do **not** certify any T&A's for PP 20 until any accounting errors have been addressed.

5 District Director (DD) Actions

A PP20 Review of COC Members Timesheets

During PP20, DD's shall review all COC members' accounting codes and timesheets to ensure that all FY16 accounting codes have been removed

Note: DD's are also responsible for complying with all information in paragraph 4 for supervisors.