

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice BU-773

For: FSA Employees

Instructions for FY Accounting Rollover in WebTA

Approved by: Associate Administrator for Operations and Management

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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. Instructions and screen prints can be found in 21-AO.

B Purpose

This notice provides:

- procedure for completing FY rollover
- all applicable dates
- handbook references
- obsoletes Notice BU-772 because of the delay in implementing WebTA 4.2.

C Contact Information

If there are any questions about this notice, contact the Budget and Performance Management System (BPMS) Help Desk at **bpmsupdate@wdc.usda.gov**.

Disposal Date

November 1, 2016

Distribution

All FSA employees; State Offices relay to County Offices

1 Required Actions for Rollover (Continued)

D PP 19 Overlap of FY16 and FY17

During PP 19, 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”.

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 code that begins with the number “7”.

An example of a completed T&A for the rollover pay period can be found in 21-AO, paragraph 63. 21-AO can be accessed online by either of the following web sites:

- <http://fsaintranet.sc.egov.usda.gov/dam/handbooks/handbooks.asp>
- <http://fsaintranet.sc.egov.usda.gov/dps/services/downloadhandler.ashx?fileid=15917>.

2 Timekeeper Actions

A Overview

For FY17, timekeepers will add the new FY accounting code 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’s 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 FY17 accounting has been added to the employee list, the timekeeper shall inform the supervisor and employee that the FY17 accounting codes are available to be used in WebTA.

2 Timekeeper Actions (Continued)

B PP 19 Actions for Timekeepers

Timekeepers shall:

- follow instructions, including screen prints, in 21-AO, paragraph 22 to add FY 2017 accounting to the accounting table

Note: The budget FY is represented by the last digit of the FY (**FY 2017 is “7”**)

- follow instructions, including screen prints, provided in 21-AO, paragraph 62 to add new FY accounting to **each** employee assigned to the timekeeper
- after September 26, 2016, but no later than October 1, 2016, add the new FY 2017 accounting into WebTA for **each** employee assigned to the timekeeper
- inform supervisor, and all assigned employees, that FY 2017 accounting has been added
- assist supervisor with a review of employees' completed T&A's, if requested.

C 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.

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.