

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Little Rock, Arkansas 72201

AR Notice PM-487

For: FSA County Offices

County Office Star-Web Payroll Training

Approved by: State Executive Director



1 Overview

A Background

Arkansas will begin implementation of Payroll OnLine prior to October 1, 2004 for all employees. Initial training will be conducted to familiarize payroll coordinators with the process.

B Purpose

The purpose of this notice is to provide information for training sessions. Hands on training will include loading actual T & A's for all employees (including COC, if applicable) in your County for the Pay Period training session you attend. Counties will connect to Star-Web to work "live" to load T & A's. Attendees are requested to bring current time sheets for the pay period and CA numbers along with NFC passwords. These are necessary to complete time and attendance for your county for the Pay Period Training Session you attend. Therefore time sheets must be completed in advance. All employees are encouraged to cooperate with payroll PT in order for training to be a success.

2 Training Schedule

Seven one-day sessions will be held in various County Offices across the State. Sessions will begin at 9:00 am and end by 3:00 pm. Overnight lodging is not authorized.

Exhibit 1 provides a list of counties authorized to attend and the location of the meeting. There will only be one employee per county authorized to attend (Primary Timekeeper). Backups will be trained by Primary Timekeepers in home County.

3 Contact

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

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Disposal Date	Distribution
December 1, 2004	FSA Offices

Training Session, Date Location	County Office
Session 1 - PP 15: Thursday, August 5, 2004 Location: Craighead County Office, Federal Building, Jonesboro Arkansas 8 employees authorized	Randolph Clay Lawrence Greene Mississippi Poinsett Crittenden
Session 2 – PP 15: Friday, August 6, 2004 Location: Cross County Office Wynne Arkansas 6 employees authorized	Jackson White Woodruff St Francis Lee
Session 3, PP 15, Monday August 9, 2004 Location: Arkansas State Office Little Rock Arkansas 6 employees authorized	Conway Faulkner/Perry Lonoke Prairie Jefferson Pulaski
Session 4, PP 16, Thursday August 19, 2004 Location: Clark County Office Arkadelphia Arkansas 10 employees authorized	Howard/Pike/Montgomery/Garland Hot Springs/Dallas/Cleveland Bradley/Calhoun Ouachita/Union Lafayette/Columbia Miller Hempstead/Nevada Sevier/Polk Little River

<p>Session 5, PP 16, Friday August 20, 2004 Location: Franklin County Office Ozark Arkansas 8 employees authorized</p>	<p>Washington/Benton Carroll Madison Boone/Newton Yell/Pope Johnson/Logan Crawford/Sebastian/Scott</p>
<p>Session 6, PP 17, Thursday September 2, 2004 Location: Arkansas County Office DeWitt Arkansas 8 employees authorized</p>	<p>Monroe Phillips Lincoln Desha Drew Ashley Chicot</p>
<p>Session 7, PP 17, Friday September 3, 2004 Location: Independence County Office Batesville Arkansas 7 employees authorized</p>	<p>Baxter/Marion/Searcy Fulton Izard Sharp Van Buren Cleburne/Stone</p>