

For: FSA Employees

Instructions for FY Accounting Rollover in WebTA

Approved by: Deputy Administrator, Field Operations



1 Required Actions for Rollover

A Background

Fiscal year (FY) rollover from FY 2019 to FY 2020 will take place in webTA in pay period (PP) 20 beginning September 29, 2019, and ending October 12, 2019. General information about accounting codes can be found in Notice AO-1710.

B Purpose

This notice provides:

- procedure for completing FY rollover
- all applicable dates
- WebTA 4.2 procedure for updating accounting codes.

C PP 20 Overlap of FY 2019 and FY 2020

There will be a two-day PP split between FY 2019 and FY 2020. FY 2019 ends on Monday, September 30, 2019, and FY 2020 begins on Tuesday, October 1, 2019.

D Contact Information

Timekeepers having issues uploading codes should submit a ServiceNow ticket at <https://myfpac.usda.gov> or call the Employee Care Center (ECC) HR specialist at 1-855-344-4793 Option #2.

Disposal Date	Distribution
December 1, 2019	All FSA employees; State Offices relay to County Offices

Notice AO-1737

2 Timekeeper Actions

A Overview

Beginning October 1, 2019, timekeepers shall verify the following:

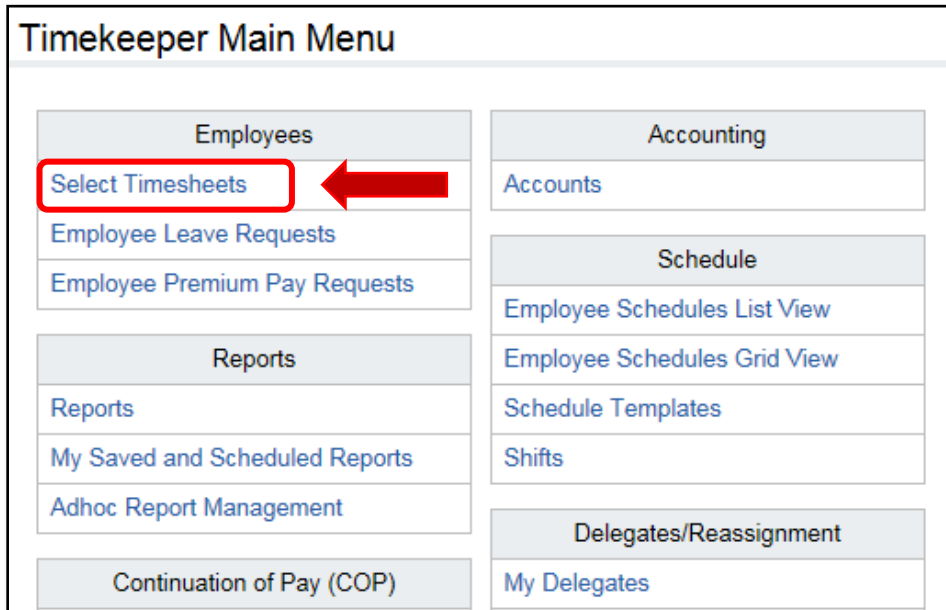
- each employee has 1 accounting code for FY 2019
- each employee has 1 accounting code for FY 2020
- the line of accounting codes for FY 2019 and FY 2020 are exactly the same except for the first digit and the valid code
- starting in PP 21 that FY 2019 accounting codes are removed from each employee.

Note: Although many COC's may not necessarily convene during PP 20, timekeepers shall update COC members' accounting codes and timesheets according to this notice at this time so that the appropriate codes are in place for the next meeting.

To ensure accounting is available for FY 2020, follow the guidance in the "FY20 Farm Service Agency Employee Accounts".

B Removing Accounting Codes

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



2 Timekeeper Actions (Continued)

B Removing Accounting Codes (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 box by their name and choose the other actions “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 (containing 'doe'), First Name, Middle Name, Organization, Timekeeper, Supervisor, SSN, Delegates For, POI, and Timesheet Type. A 'Search' button is highlighted with a red box and a red arrow. Below the filters is a table of timesheets with columns for Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, Agency, and POI. The first row (8 - 2016) has a checked checkbox in the first column, indicated by a red arrow. At the bottom, the 'Select Action' menu is visible, with 'Other Actions' and 'Employee Accounts' highlighted by a red box and a red arrow.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	Agency	POI
<input checked="" type="checkbox"/>	8 - 2016	Saved	JDOE1234	Doe	John		SACRAMENTO COUNTY OFFICE	BFarmer	ACED	FSACE	9906
<input type="checkbox"/>	10 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	11 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	12 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	13 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	14 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	15 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906
<input type="checkbox"/>	16 - 2016	Saved					SACRAMENTO COUNTY OFFICE			FSACE	9906

The accounts screen for the employee will be displayed

The screenshot shows the 'Accounts for DOEJOHN *****' screen. At the top, the title 'Accounts for DOEJOHN *****' is highlighted with a red box and a red arrow. Below the title is the 'Timekeeper Accounts' section, which includes a table with columns for Account and Description. The first row shows account number '6'. Below this is the 'My Accounts' section, which includes a search form with 'Account:' and 'Description:' fields, and a 'Get Account(s)' button. At the bottom is the 'Create New Account' section, which includes fields for Account Structure (set to 'FSACE'), Fiscal Year, Fund, Organization, Subobject, Project, and Description.

2 Timekeeper Actions (Continued)

B Removing Accounting Codes (Continued)

After reaching the My Accounts page, click the remove check box next to the accounting code that you want to remove.

Delegate: Self

My Accounts

Items marked with an asterisk* are required.

Account: Description:

Account	Description	Save	Remove
5i	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>
6i	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>

1-2 of 2 Records View

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

Successfully removed account "

Delegate: Self

My Accounts

Items marked with an asterisk* are required.

Account: Description:

Account	Description	Save	Remove
6i	<input type="text"/>	<input type="button" value="Save"/>	<input checked="" type="checkbox"/>

1-1 of 1 Records View

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3 Employee Actions

A PP 20 Action for Employees

Ensure that all time is coded into webTA for PP 20 according to the following timeframes.

- FY 2019 PP 20 begins on Sunday, September 29, 2019, and ends on Monday, September 30, 2019. The only accounting code to be used for time worked or leave taken during this timeframe is the FY 2019 accounting code that begins with the number “9”.
- FY 2020 PP 20 begins on Tuesday, October 1, 2019, and ends on Saturday, October 12, 2019. The only accounting code to be used for time worked or leave taken during this timeframe is the FY 2020 accounting code that begins with the number “0”.
- Local travel reimbursements for FY 2019 must be submitted and approved by supervisors no later than three days before the end of the month. The employee filing for local travel expense reimbursement should use the accounting code in effect at the time the expense was incurred.
- Employees should go to their PP 20 timesheet to make sure each of their program activity combinations has the correct FY 2019 and FY 2020 line of accounting.

On the PP 20 Timesheet Page, if an employee needs to update their accounting codes for program activity combinations, they can do so by selecting the “E” (Edit) button. Change the accounting code on the drop-down menu.

<input checked="" type="checkbox"/> <input type="checkbox"/> E	01 - Regular Base Pay	98417484000000 (FY 2019 DAFO PDBRMS)	0099 (NP - Non Program)
<input checked="" type="checkbox"/> <input type="checkbox"/> E	01 - Regular Base Pay	98417484000000 (FY 2019 DAFO PDBRMS)	0099 (NP - Non Program)

Edit Timesheet Entry

Transaction: 01 - Regular Base Pay

Account: 08402084000000 (No Description)

Program: NP (0099)

Activity: PGM-POL-PLNG (71)

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3 Employee Actions (Continued)

A PP 20 Action for Employees (Continued)

Once on the “Edit Timesheet Entry” page, click the “Account” drop down menu and select the FY 2020 line of accounting and click “Save”. Employees **must** ensure **all** program activity combinations on their FY 2020 timesheets have FY 2020 lines of accounting that begin with the number “0”.

Following is a sample of a timesheet for FY 2019/2020 PP 20.

Work Time					Sun 9/29	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Wk1
<input type="checkbox"/>				Time In		8:00am	8:00am	8:00am	8:00am	8:00am		
<input type="checkbox"/>				Time Out		4:30pm	4:30pm	4:30pm	4:30pm	4:30pm		
<input type="checkbox"/>				Time In								
<input type="checkbox"/>				Time Out								
<input type="checkbox"/>				Meal Time								
Transaction	Account	Program	Activity									
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	08417484000000 (FY 2020 DAFO)	0099 (NP - Non Program)	05 (Travel)								
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	08417484000000 (FY 2020 DAFO)	0099 (NP - Non Program)	71 (Program & Policy Management)			7:30	7:30	7:30	7:00		29:30
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	08417484000000 (FY 2020 DAFO)	0099 (NP - Non Program)	91 (Administrative Tasks (Not HR))			0:30	0:30	0:30	0:30		2:00
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	08417484000000 (FY 2020 DAFO)	0099 (NP - Non Program)	95 (Human Resources)						0:30		0:30
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	98417484000000 (FY 2019 DAFO PDBRMS)	0099 (NP - Non Program)	71 (Program & Policy Management)		7:30						7:30
<input checked="" type="checkbox"/> E	01 - Regular Base Pay	98417484000000 (FY 2019 DAFO PDBRMS)	0099 (NP - Non Program)	91 (Administrative Tasks (Not HR))		0:30						0:30
<input type="checkbox"/>				Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00

4 Supervisor Actions

A Supervisory Review of PP 20

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 20 is important because of the following factors.

- Ensure 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 timesheet the information is reported to the erroneous location. Until that incorrect code is discovered and replaced with a corrected timesheet, the budget, payroll, and activity reporting information continues to record to the wrong location. Employees should review Notice AO-1710 for more information about accounting code structure
- 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 PP 21

Supervisors shall verify with the timekeeper that **all** FY 2019 accounting codes have been deleted for employees within their organization. Supervisors shall review **every line of accounting** on the PP 21 timesheet page to ensure that **no** FY 2019 accounting codes are being used. Do **not** certify any timesheet for PP 21 until all accounting errors have been addressed.

- Consider having timekeepers complete a second party review of accounting until the supervisor is comfortable with the accuracy of the accounting for their employees.
- Supervisors must approve FY 2019 local travel reimbursements no later than three days before the end of the month. The employee filing for local travel expense reimbursement should use the accounting code in effect at the time the expense was incurred.

5 District Director (DD) Actions

A PP 21 Review of COC Members Timesheets

During PP 21, DD's shall review all COC members' accounting codes and timesheets to ensure that all FY 2019 accounting codes have been removed

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