

For: FSA Offices

**FY 2007 Instructions for Reviewing Payroll Accounting Data in the System for Time and Attendance Reporting (STAR) WEB 4.25**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

Information entered into the STAR WEB system feeds into NFC's database. This time and attendance (T&A) data is currently used as the basis for:

- several reports; including monthly obligation reports that, if incorrect, can lead to erroneous projections and cause significant under or over spending
- BUD calculations of the average cost per staff year that are the basis for each office's personnel allotment.

Payroll accounting data will be an integral component of the Budget Performance Management System (BPMS) that will link budget, performance, and cost information. BPMS will allow for the standardization of this information throughout FSA.

**Note:** It is imperative that payroll accounting data be correct to ensure the accuracy of reports, allotments, and future BPMS activity.

**B Purpose**

This notice:

- provides instructions for reviewing and correcting STAR WEB accounting codes
- requires corrections be made during pay period 3
- provides instructions for actions required in pay period 4 for corrections made in pay period 3.

<p><b>Disposal Date</b></p> <p>April 1, 2007</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Office relay to County Offices</p>
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### 1 Overview (Continued)

#### C Contact

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

- Bob McGrath, BUD by:
  - e-mail at bob.mcgrath@wdc.usda.gov
  - telephone at 202-720-1082
- Deb Hall, BUD by:
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### 2 Accounting Codes

#### A General Guidelines

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

- FY
- whether employee is Federal or non-Federal
- employee's assigned organizational unit.

**Note:** Accounting codes are alpha-numeric, but it is critical that when a number is required that a number is used.

**Example:** The letter "O" should **never** be substituted for the number "0".

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**2 Accounting Codes (Continued)**

**B Reviewing Accounting Codes**

While processing pay period 3, all timekeepers shall review the accounting codes for each employee payrolled out of their office. The following provides steps that shall be taken for each employee.

<b>Step</b>	<b>Review</b>	<b>Action</b>	
1	CLICK "Bi-Weekly" tab	Ensure that all existing employee T&A's have a "2" in the "Accounting Code" field.	
2	CLICK "T&A Header" tab	Verify that the 14-digit accounting code matches the formats in subparagraphs C, D, and E.	
		<b>IF...</b>	<b>THEN...</b>
		incorrect	<ul style="list-style-type: none"> <li>• access "Accounting Data Usage Code" field</li> <li>• select "1-Store accounting on 1<sup>st</sup> line"</li> <li>• CLICK "Save"</li> <li>• CLICK "Bi-Weekly" tab</li> <li>• Enter the 1<sup>st</sup> transaction code line and hours followed by the correct FY 2007 T&amp;A accounting code</li> </ul> <p><b>Note:</b> Enter accounting code on <b>1<sup>st</sup> line only</b> according to subparagraphs C, D, and E.</p> <ul style="list-style-type: none"> <li>• proceed to <b>complete, print, and transmit</b> pay period 3 T&amp;A's</li> <li>• follow instructions in subparagraph F to save the corrections in pay period 4.</li> </ul>
		correct	return to normal T&A preparation and proceed to print and transmit pay period 3 T&A's.

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**2 Accounting Codes (Continued)**

**C National Office, Kansas City, St. Louis, and APFO**

The following is the accounting code format for National Office, Kansas City, St. Louis, and APFO employees.

<b>Accounting Code Format for All National Office, Kansas City, St. Louis, and APFO Employees GS-“Y84XXXXX000000”</b>	
<b>Code Element</b>	<b>Code Detail</b>
Budget FY (1 character)	“Y” is the last digit of FY (FY 2007 is “7”).
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 the National Office, Kansas City, St. Louis, and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8-10.  <b>Example:</b> The organizational code for BUD, Office of Director is 2A784.
Sub-object Code (2 characters)	Always “00”.
Project Code (4 characters)	Always “0000”.
<b>Example:</b> FY 2007 BUD, Office of Director	“7842A784000000”.

**D State Offices**

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

<b>Accounting Code Format - State Office Employees</b>		
<b>Code Element</b>	<b>Non-FLP -“Y84SSS84000000” Code Detail</b>	<b>FLP - “Y84SS000000000” Code Detail</b>
Budget FY (1 character)	“Y” is the last digit of FY (FY 2007 is “7”).	
Fund Code (2 characters)	“84” is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	“SSS84” is the State code.  <b>Example:</b> The State code for Nebraska is “031”.	“SS000” is the State abbreviation.  <b>Example:</b> Nebraska is “NE”.
Sub-object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
<b>Example:</b> FY 2007 for Nebraska	“78403184000000”	“784NE000000000”

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**2 Accounting Codes (Continued)**

**E County Offices**

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

<b>Accounting Code Format - County Office Employees</b>		
<b>Code Element</b>	<b>CO - “Y87SSCCCTC0000” Code Detail</b>	<b>GS - “Y84SSCCC000000” Code Detail</b>
Budget FY ( 1 character)	“Y” is the last digit of FY (FY 2007 is “7”).	
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 State code “CCC” is the numeric county code.	“SS” is the State abbreviation “CCC” is the numeric county code.
Sub-object Code (2 characters)	“TC” is employee type code:  <ul style="list-style-type: none"> <li>• RE = permanent</li> <li>• TO = temporary office</li> <li>• TF = temporary field</li> <li>• CC = COC</li> <li>• MS = minority advisor.</li> </ul>	Always “00”.
Project Code (4 characters)	Always “0000”.	
<b>Example:</b> FY 2007 for Cass County, Nebraska	<b>“78731025RE0000”</b>	<b>“784NE025000000”</b>

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

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**2 Accounting Codes (Continued)**

**F All Offices – Pay Period 4**

If an accounting code was corrected in pay period 3, the following provides steps that **must** be taken to store the correct accounting.

**Note:** Failure to follow instructions below will cause **incorrect accounting codes** to be reestablished in T&A's.

<b>Step</b>	<b>Action</b>
1	Ensure that all existing employee T&A's have a "2" in the "Accounting Code" field on the Bi-Weekly T&A Screen.
2	For each employee that was corrected in pay period 3 do the following: <ul style="list-style-type: none"><li>• CLICK "T&amp;A Header" tab</li><li>• locate the "Accounting Data Usage Code" field</li><li>• select "2", "Use stored accounting"</li><li>• CLICK "Save".</li></ul>
3	Return to normal T&A preparation.
4	Proceed to <b>print and transmit</b> pay period 4 T&A's as usual.

**G County Offices**

Once review is completed, County Offices shall report completion of review to State Administrative Officer or designee.