UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice BU-721

For: FSA Employees

FY 2011 Instructions for Reviewing Payroll Accounting Data in WebTA for Pay Period (PP) 20 T&A Reporting

Approved by: Associate Administrator for Operations and Management

1 Overview

A Background

Information entered into the WebTA system feeds into NFC's database. Payroll accounting data is an integral component of the Budget Performance Management System (BPMS) that links budget, performance, and cost information. With the implementation of employee entry in WebTA, activity reporting is now also part of the payroll data. It is imperative that payroll accounting data be correct to ensure the accuracy of reports, allotments, and activity reporting data. T&A data is currently used as the basis for:

- several reports; including monthly obligation reports that, if incorrect, can lead to erroneous budget 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
- activity reporting to link employee's time, program, and activity back to their appropriate office location.

In previous years timekeepers have been responsible for maintaining and updating all T&A data including changing the accounting codes for the FY roll over. For FY 2011 rollover, responsibility will be shared by timekeepers, employees, and supervisors. Notice BU-722 provided instructions that are specific to the timekeeper role for yearend payroll processing.

Disposal Date	Distribution
March 1, 2011	All FSA employees; State Offices relay to County Offices

1 Overview (Continued)

A Background (Continued)

Timekeepers are responsible for ensuring that each:

- employee's accounting is set to "MANUAL"
- employee has only 1 accounting code in their T&A profile for FY 2010
- employee has only 1 accounting code in their T&A profile for FY 2011
- the accounting codes are the same code with the exception of the FY character, i.e. 0 or 1.

Note: See subparagraph 2 E for exceptions for FY's 2010 and 2011 for CO employees.

B Purpose

Since the WebTA employee entry has been implemented, employees will now make T&A entries to split the time, program, and activities for PP 20 between FY 2010 and FY 2011 to report payroll expenses in FY incurred. PP 20 begins on September 26, 2010, and ends on October 9, 2010. Hours for time worked, including premium pay worked or leave taken from September 26 through September 30, 2010, will use FY 2010 accounting. Hours for time worked, including premium pay worked or leave taken from October 1 through October 9, 2010, will use FY 2011 accounting.

This notice provides:

- examples of all levels of FSA accounting codes
- instructions for employee actions required in PP 20
- examples of how to enter time, program, and activities for transition to FY 2011.

C Contact Information

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

- Mitzi Lankford, BUD, by either of the following:
  - e-mail at **mitzi.lankford@wdc.usda.gov**
  - telephone at 202-720-0510
- Amanda Morgan, BUD, by either of the following:
  - e-mail at **amanda.morgan@wdc.usda.gov**
  - telephone at 202-720-9068
- BPMS Help Desk by e-mail at **RA.DCWashing2.FSA-BPMS**.

Note: State Offices should designate points of contact to relay questions from employees in the State.

2 Accounting Codes

A General Guidelines

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

- FY
- fund code for Federal or non-Federal
- employee's assigned organizational unit.

B Reviewing Accounting Codes

Employees shall verify that they have no more than 2 accounting codes for pay period 20, 1 for FY 2010 beginning with a zero and 1 for FY 2011 beginning with "1". The accounting codes for Fund 84 should be identical except for the first character. The accounting codes for Fund 87 will **no** longer have the 2 character alpha code in the sub-object code position of the accounting that represented the employee type. For FY 2011, all accounting for both Fund 84 and 87 will use "00" for the sub-object code. See 98-FI, Exhibits 8 though 14 for organizational codes.

C National Office, Kansas City, St. Louis, and APFO Accounting Code Format

The following is the FY 2011 accounting code format for National Office, Kansas City, St. Louis, and APFO employees.

Accounting Code Format for All National Office, Kansas City, St. Louis, and APFO Employees GS - "Y84XXXXX000000"	
Code Element	**Code Detail**
Budget FY (1 character)	"**Y**" is the last digit of FY (FY 2011 is "1").
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. See 98-FI, Exhibits 8 through 10 for the 5-digit codes. **Example:** The organizational code for BUD, Office of Director is "**2A784**".
Sub-object Code (2 characters)	Always "**00**".
Project Code (4 characters)	Always "**0000**".
Example: FY 2011 BUD, Office of Director is "**1842A784000000**".	

2 Accounting Codes (Continued)

D State Offices Accounting Code Format

The following is the FY 2011 accounting code format for State Office employees.

Accounting Code Format – State Office Employees		
Code Element	**Non-FLP – "Y84SSS84000000" Code Detail**	**FLP - "Y84SS000000000" Code Detail**
Budget FY (1 character)	"**Y**" is the last digit of FY (FY 2011 is "1").	
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 preceded by zero. See 98-FI, Exhibit 11 for the 5-digit codes. **Example:** The State code for California is "**00684**".	"**SS000**" is the State abbreviation followed by 3 zeros. See 98-FI, Exhibit 14 for the 5-digit codes. **Example:** California is "**CA000**".
Sub-object Code (2 characters)	Always "**00**".	
Project Code (4 characters)	Always "**0000**".	
Example: FY 2011 for California.	"**18400684000000**"	"**184CA000000000**"

2 Accounting Codes (Continued)

E County Offices Accounting Code Format

The following is the FY 2011 accounting code format used for County Office employees. For CO employees, the FY 2010 accounting will still use the 2 character alpha codes for employee type.

Accounting Code Format – County Office Employees		
Code Element	**CO - "Y87SSCCC000000" Code Detail**	**GS - "Y84SSCCC000000" Code Detail**
Budget FY (1 character)	"**Y**" is the last digit of FY (FY 2011 is "1").	
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. See 98-FI, Exhibit 13 for the 5-digit codes. **Example:** The county code for CO employees in Sacramento county California is "**06067**".	"**SS**" is the State abbreviation. "**CCC**" is the numeric county code. See 98-FI, Exhibit 14 for the 5-digit codes. **Example:** The county code for GS employees in Sacramento County California is "**CA067**".
Sub-object Code (2 characters)	Always "**00**". **Note: Before FY 2011, CO employee accounting included a 2-digit alpha code to represent employee type, i.e. RE, TO, TF, CO, MS**.	Always "**00**".
Project Code (4 characters)	Always "**0000**".	
Example: FY 2011 for Sacramento, California.	"**18706067000000**"	"**18CA067000000**"

3 Instructions for Completing Pay Period 20 T&A's

A WebTA Availability in PP20

PP 20 begins September 26, 2010, and ends October 9, 2010. In the first week of PP 20, employees will enter the time worked for FY 2010, i.e. September 26 through September 30, 2010. The only accounting code available the first week of PP will be the FY 2010 accounting code beginning with the zero.

The WebTA Production web site will be taken down October 4 through October 6, 2010, for NFC to load the FY 2011 accounting codes. WebTA will be available again on, October 7, 2010, for employees to complete T&A data entries for October 1 through October 9, 2010. Employees will use the FY 2011 accounting beginning with "1". The Columbus Day holiday will be observed on October 11, 2010. Because of the holiday, employees have until noon October 12, 2010, to complete and validate T&A data. Supervisors have until the end-of-day on October 12, 2010, to certify employee's T&A data.

Note: If anything other than 2 lines of accounting appears in the "Select an Account" drop-down menu, employees should contact the supervisor and/or timekeeper to make corrections to the accounting or to assist employee in selection of the correct accounting. If the supervisor and/or timekeeper are not available, see contact assistance in subparagraph 1 C.

B Entering FY 2010 Time, Program, and Activity Data

After PP 19 T&A data has been validated, certified, and swept by NFC for processing, the PP 20 T&A data page will be available for access. During the first week of PP 20, employees will select the "Edit T&A Data" option in WebTA to make T&A entries for **September 26 through September 30, 2010, which fall within FY 2010**. Time will be entered as always using the existing program and activity lines that carry forward from the previous PP to add the hours worked. If a new line needs to be added for additional program activity work that takes place within the FY 2010 period, employees may add the new line using the New Work Time Activity Screen. **For time worked from September 26 through September 30, 2010, use the line of accounting from the drop-down menu beginning with zero**.

3 Instructions for Completing Pay Period 20 T&A's (Continued)

C Entering FY 2011 Time, Program, and Activity Data

The last 9 days of PP, **October 1 through October 9, 2010, fall within FY 2011** and will be entered beginning October 7, 2010. All FY 2011 time worked will be entered on the T&A data page by clicking "New" to add the FY 2011 line of accounting, program, and activity, and regular hours worked. Employees should pay special attention when adding the accounting in the New Work Time Activity Screen. Two lines of accounting should appear in the drop-down menu, 1 for FY 2010 beginning with zero and 1 for FY 2011 beginning with "1". **For time worked between October 1 through October 9, 2010, use the line of accounting beginning with "1"**.

Note: If anything other than 2 lines of accounting appears in the "Select an Account" drop-down menu, employees should contact the supervisor and/or timekeeper to either delete incorrect accounting or to assist employee in selection of the correct accounting until corrections to accounting can be made. If the supervisor and/or timekeeper are not available, see contact assistance in subparagraph 1 C.

D WebTA Limitation of 30 Lines of Accounting for Validation of T&A Data

Some employees with multiple areas of responsibility have experienced the WebTA limitation of 30-lines of accounting for T&A data validation. Since many of the same programs and activities may have to be used for both the FY 2010 and FY 2011 accounting, additional employees may be in affected by this limitation in PP 20. Employees should focus on the following priorities when reporting time and activity reporting in PP 20:

- correct hours worked for each FY accounting code
- select program worked on
- limit the number of activities reported for each program if lines of accounting limit applies.

E Entering Leave and Premium Pay

Use the normal process of "Leave or Premium Pay Request" options to add leave taken or premium pay time worked during PP. Once the requests have been completed, the lines are automatically added to the T&A data page. Employees shall CLICK "Edit" to add the correct line of accounting for the premium pay time worked or leave take for the applicable FY period along with the applicable program and activity. If the same type of premium pay time is worked or leave taken in both the "FY 2010" and "FY 2011" sections of T&A, an additional line shall be added by clicking "New" in either the "Time Worked" section or the "Leave and Other Time" section. Once the line is added with the correct accounting, program, and activity, the requested time shall be manually moved from the auto-generated line to the manually added line. See paragraph 4 for screen prints depicting the process to be followed.

3 Instructions for Completing Pay Period 20 T&A's (Continued)

F Supervisor Review and Certification of PP 20

Continuous accuracy of payroll data including the accounting codes is critical for numerous purposes. 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.

- The split of accounting between the days that fall in FY 2010 and FY2011 affects entire FY accuracy of budget obligations, average salary costs, and tying back employee's activity reporting to the correct organization.

- When an incorrect account code, i.e., 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 deleted from the T&A data page, the budget, payroll, and activity reporting information continues to record to the wrong location.

- Reviewing accounting data has determined that some employees have between 2 to 6 accounting codes to select from and is causing added confusion for employee entry. Employees should only have 1 accounting code at a time for each FY.

Supervisors shall:

- work with timekeepers to develop an understanding of the format of the correct accounting for each employee

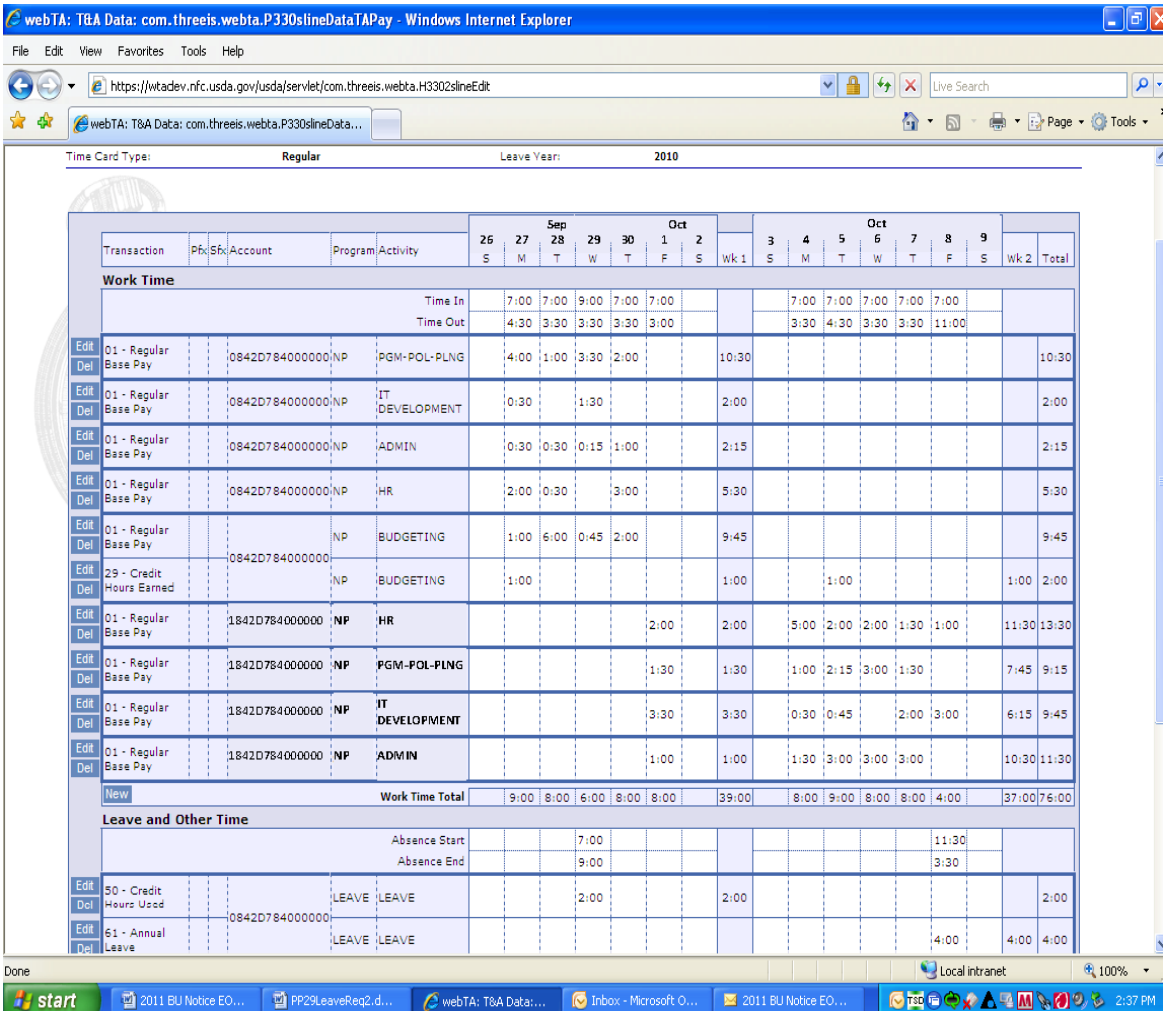
- consider having timekeepers complete a second party review of accounting until the supervisor is comfortable with the accuracy of the accounting for their employees

- ensure that the timekeepers complete the actions in Notice BU-722 so employee's have accurate accounting code information for PP 20.

4 WebTA Screen Prints for PP 20

A Entering PP 20 Regular Work Time for Fund 84

The following example provides Fund 84 T&A data for PP 20.



Line	Description
1 through 5	Regular time added to existing or new lines with FY 2010 accounting.
6	Credit time earned added through a premium pay request. All time for each type of premium pay requested is added on 1 line. See subparagraph C to edit line entries, if needed.
7 through 10	Regular time added to T&A data using the "New" line option at the bottom of the "Work Time" section with FY 2011 accounting.
11 and 12	Various times of leave requested. Lines where leave has incorrect FY accounting may be corrected using the "Edit" option on the left of the line.

Reminder: FY 2011 accounting will not be available for selection until October 7, 2010.

4 WebTA Screen Prints for PP 20 (Continued)

B Entering PP 20 FY 2011 Work Time for Fund 87

The following example provides Fund 87 T&A data for PP 20.

webTA: T&A Data: com.threeis.webta.P430slineDataTAPay - Windows Internet Explorer

https://wtadev.nfc.usda.gov/usda/servlet/com.threeis.webta.H430slineDataTAPay

Transaction	Pfx	Sfx	Account	Program	Activity	Sep 26 S	27 M	28 T	29 W	30 T	Oct 1 F	2 S	Wk 1	Oct 3 S	4 M	5 T	6 W	7 T	8 F	9 S	Wk 2	Total
Work Time																						
					Time In		7:30	7:30	7:30	7:30					7:30	7:30	7:30	7:30	7:30			
					Time Out		5:00	5:00	5:00	6:00					5:00	5:00	5:00	5:30	12:30			
Edit Del 01 - Regular Base Pay			08747047RE0000	COMMON	FARM RECORDS		1:00		2:00	2:00			5:00									5:00
Edit Del 01 - Regular Base Pay			08747047RE0000	NP	HR		1:00						1:00									1:00
Edit Del 01 - Regular Base Pay			08747047RE0000	CRP-Gen	SIGNUP & ELIGIB			6:00	7:00	7:00			20:00									20:00
Edit Del 29 - Credit Hours Earned				CRP-Gen	SIGNUP & ELIGIB					1:00			1:00									1:00
Edit Del 01 - Regular Base Pay			08747047RE0000	CRP-Gen	TRAINING		7:00	3:00					10:00									10:00
Edit Del 01 - Regular Base Pay			18747047000000	CRP-Gen	SIGNUP & ELIGIB										8:00	6:00	7:30	5:00	3:30		30:00	30:00
Edit Del 01 - Regular Base Pay			18747047000000	CRP-Gen	SERV & MAINT										1:00	1:30	1:30				4:00	4:00
Edit Del 01 - Regular Base Pay			18747047000000	NP	ADMIN														1:30		1:30	1:30
Edit Del 01 - Regular Base Pay			18747047000000	NP	HR											1:30		4:00			5:30	5:30
Edit Del 29 - Credit Hours Earned				CRP-Gen	SIGNUP													0:30			0:30	0:30
New					Work Time Total		9:00	9:00	9:00	10:00			37:00		9:00	9:00	9:00	9:30	5:00		41:30	78:30
Leave and Other Time																						
					Absence Start														1:00			
					Absence End														4:00			
Edit Del 62 - Sick Leave			18747047000000	LEAVE	LEAVE														3:00		3:00	3:00
New					Leave and Other Time Total														3:00		3:00	3:00
					Daily Total		9:00	9:00	9:00	10:00			37:00		9:00	9:00	9:00	9:30	8:00		44:30	81:30

Dollar Transactions | Remarks:

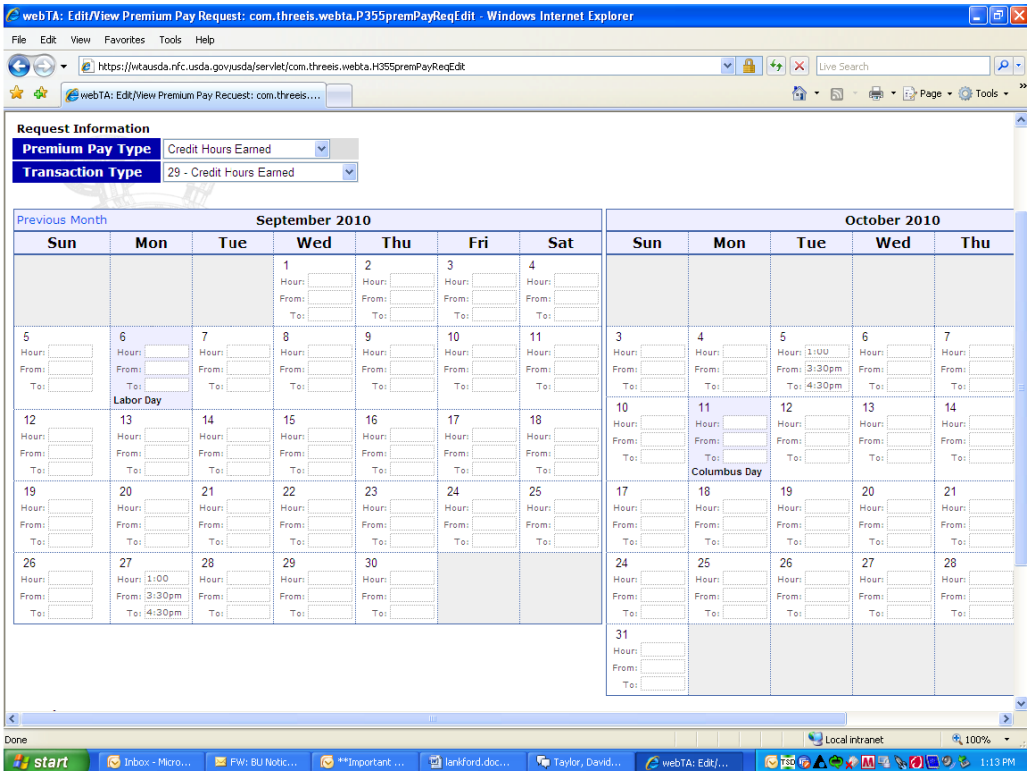
Line	Description
1, 2, 3 and 5	Regular time added to existing or new lines with FY 2010 accounting.
4	Credit time earned added through the premium pay request. Steps in subparagraph C have already been completed to depict T&A after editing.
6 through 9	Regular time added to T&A data using the “New” line option at the bottom of the “Work Time” section with FY 2011 accounting.
10	Credit hours earned entry after editing.

Reminder: FY 2011 accounting will not be available for selection until October 7, 2010.

4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests

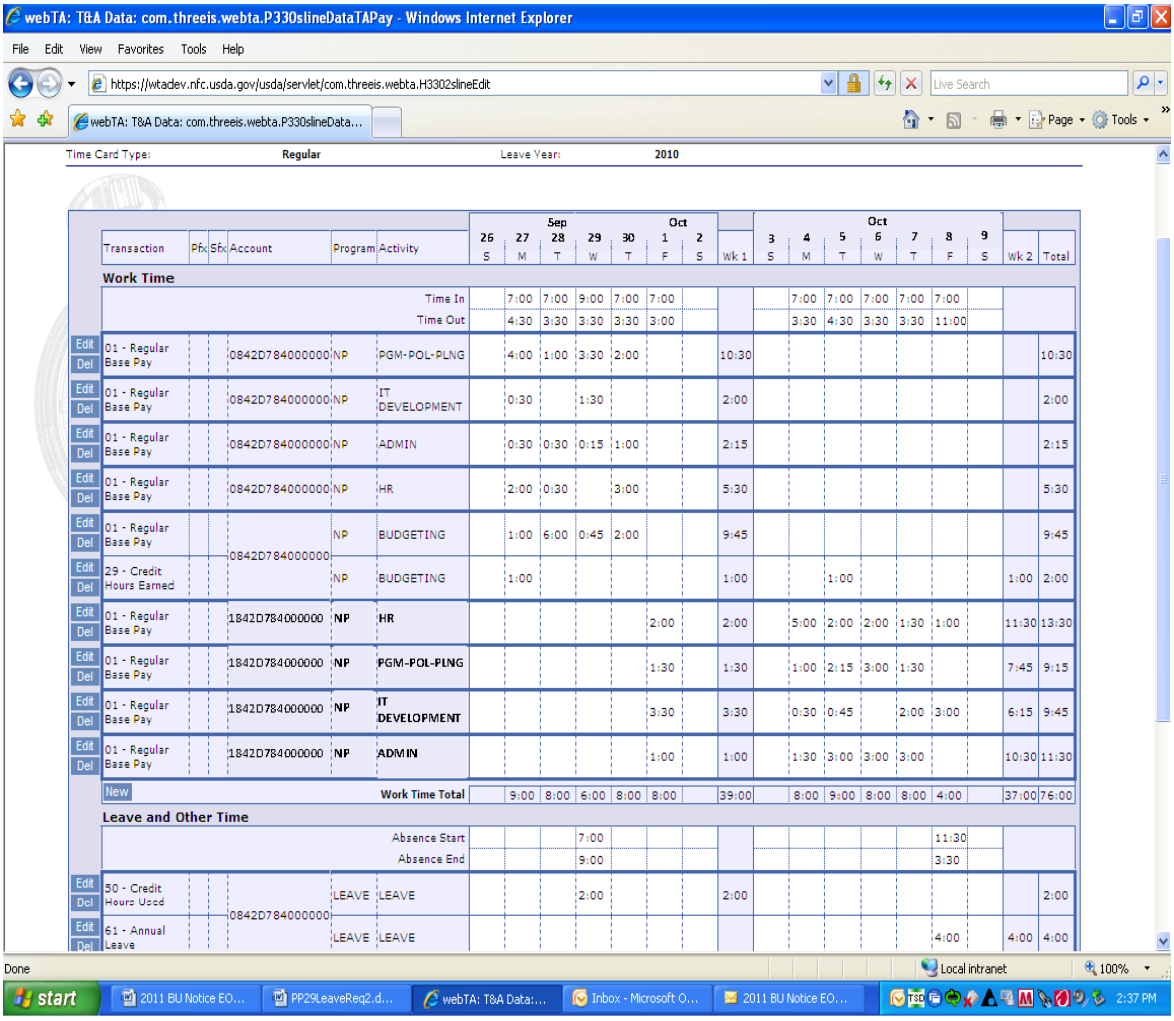
The following example provides a “Premium Pay” request for the same type of premium pay in 2 different FY’s, i.e. September 27, 2010, (FY 2010) and October 5, 2010, (FY 2011). This will result in all the credit time earned in the request loading on 1 line using 1 accounting code on the T&A data page.



4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests (Continued)

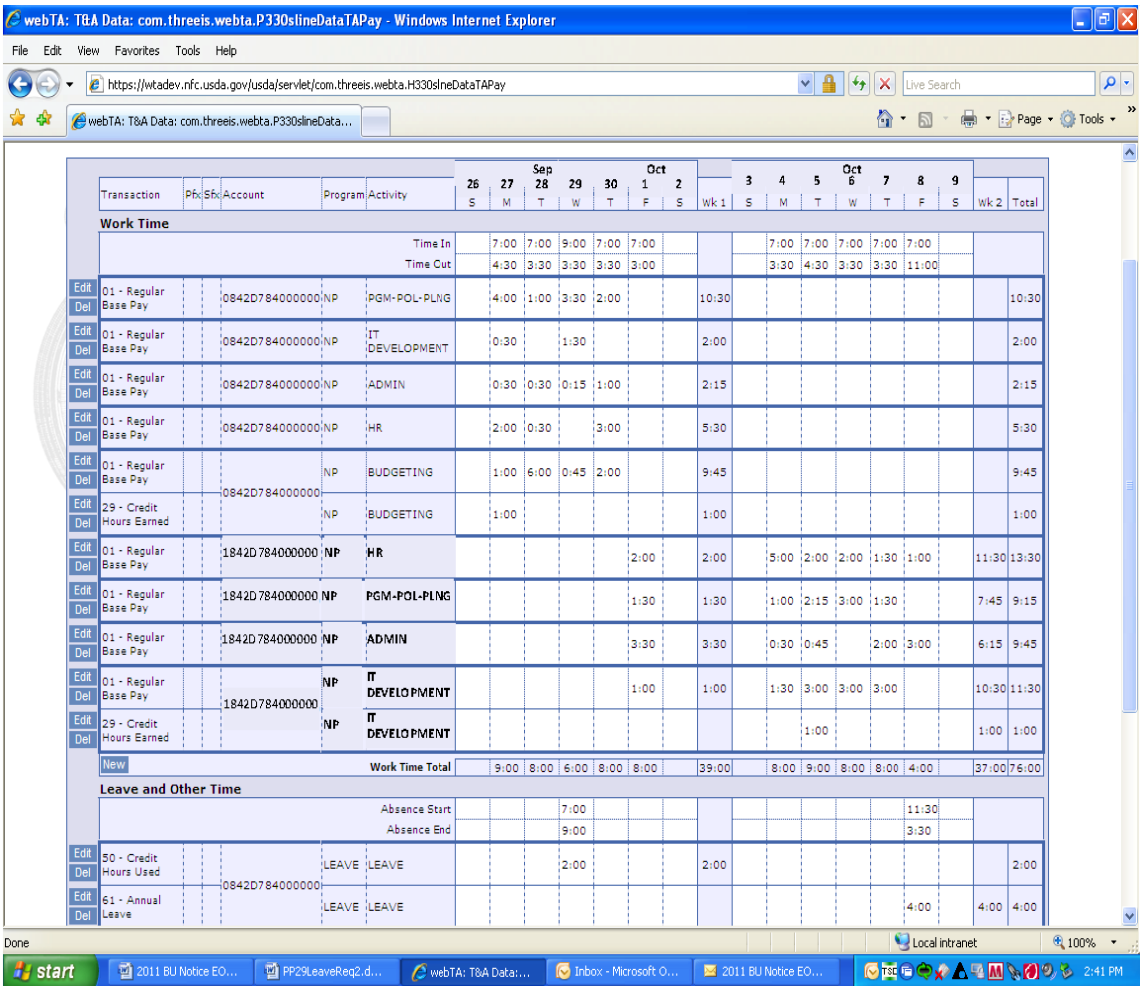
The following example provides the population of the “Premium Pay” request. Both credit hours are loaded on 1 line of accounting for FY 2010 when the second entry should have FY 2011 accounting.



4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests (Continued)

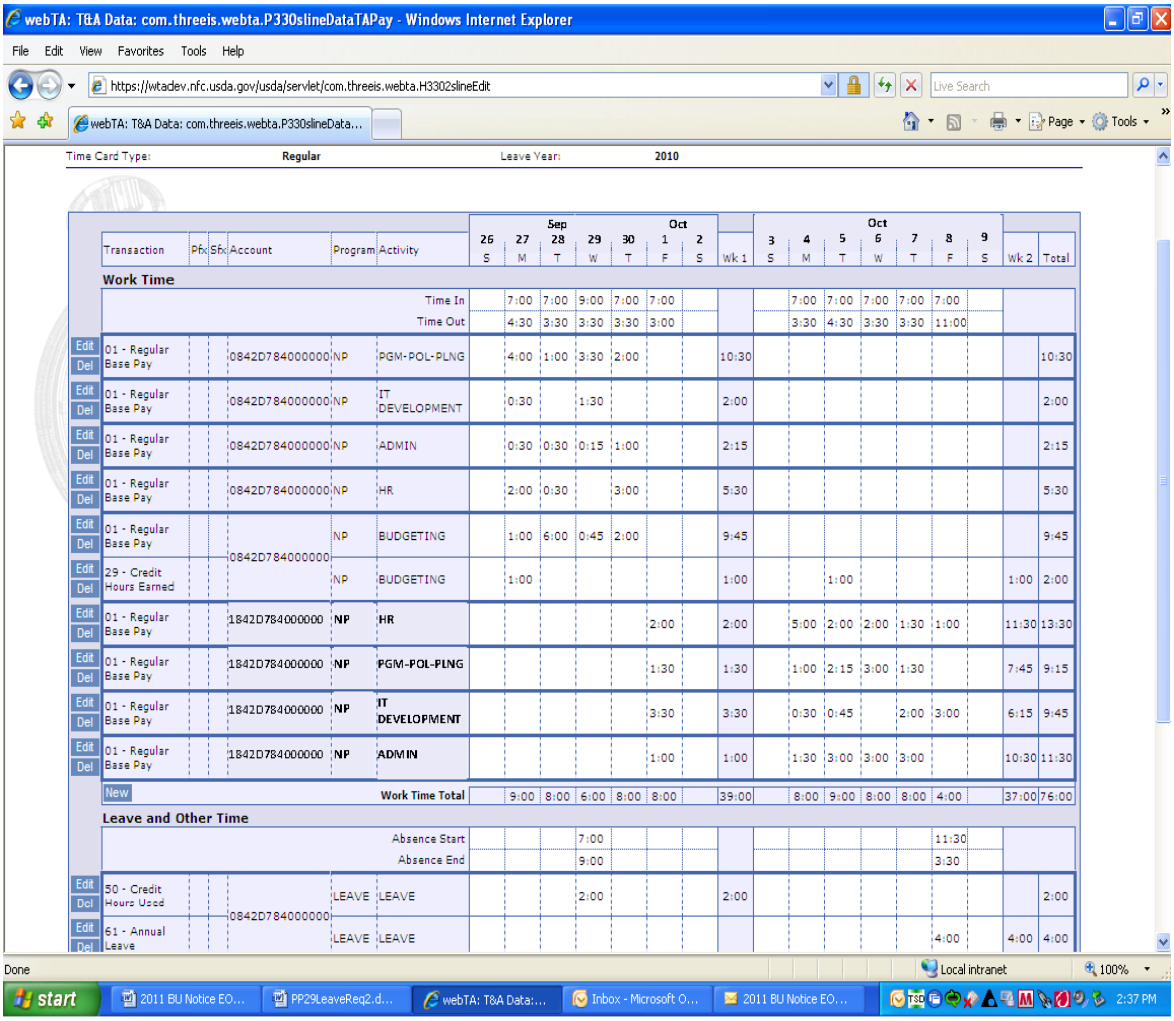
The following example provides on line 11 that by clicking “New” in the “Work Time” section, a line may be added to populate the transaction code with the correct type of premium pay, the FY 2011 accounting, the applicable program and activity. The time worked in the FY 2011 section of the T&A should then be deleted from the line where it was automatically loaded and added to the newly added line.



4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests (Continued)

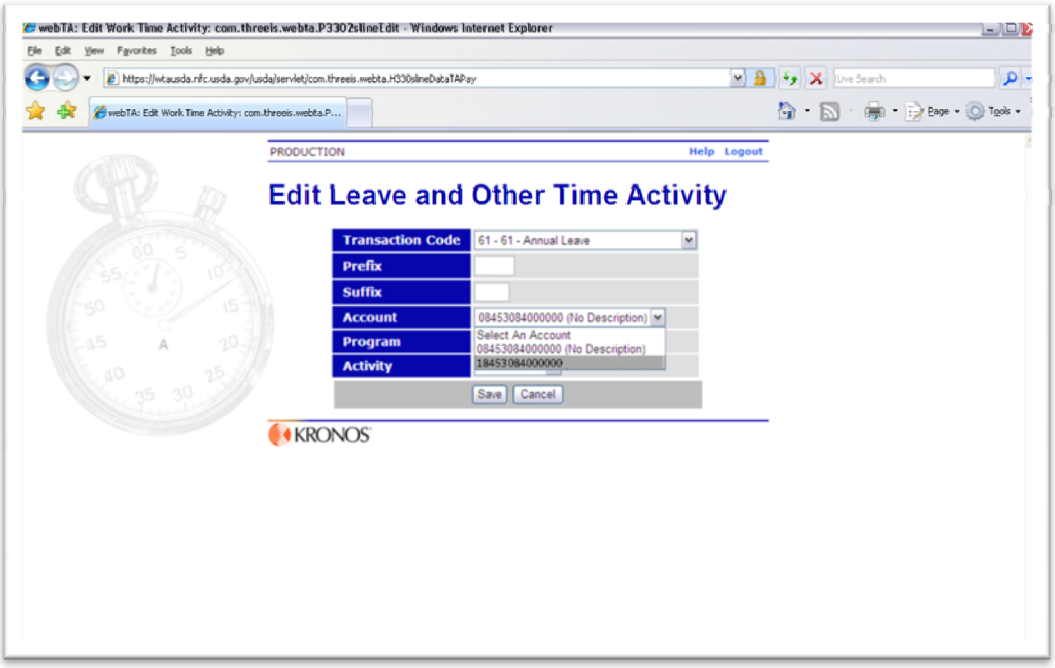
The following example provides 2 leave requests that fall in different FY's but are both populated with the FY 2010 accounting. To correct, CLICK "EDIT" to the left of the line that needs to be changed to FY 2011 accounting.



4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests (Continued)

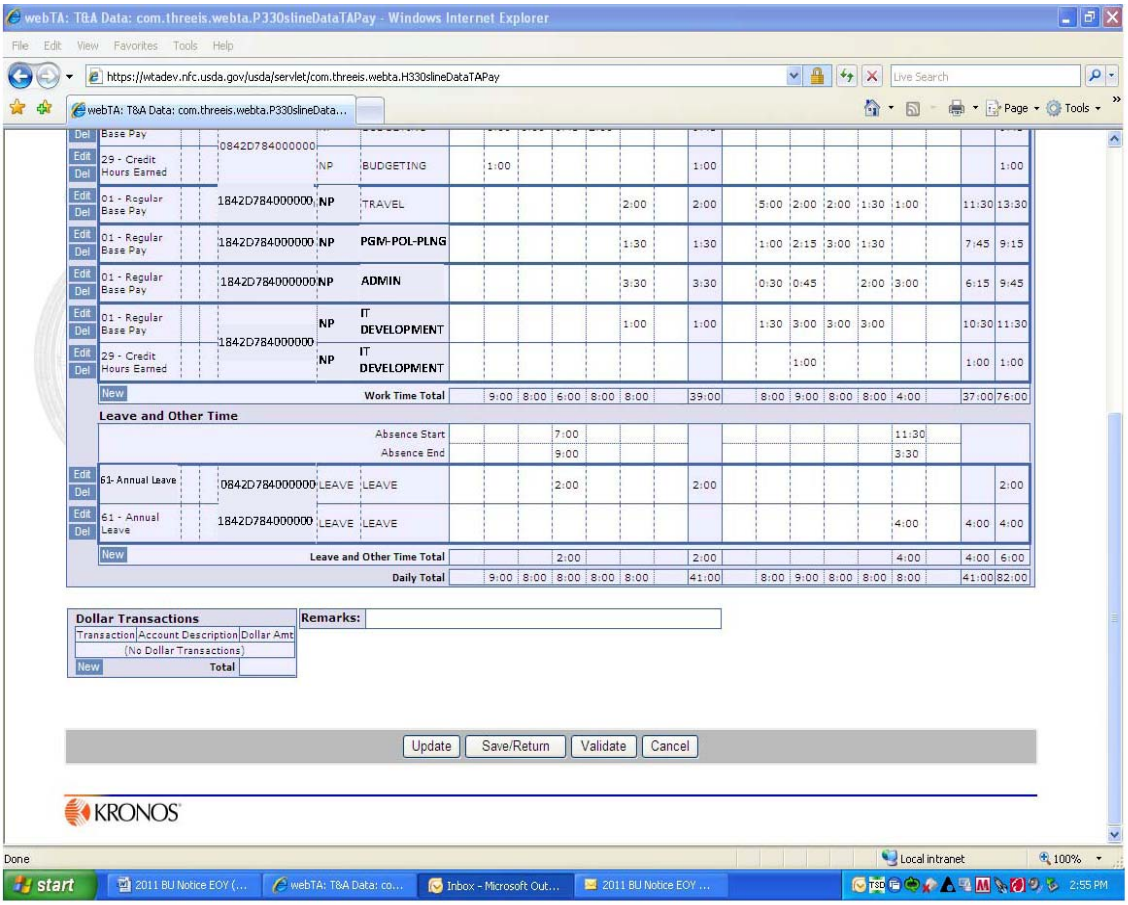
The Edit Leave and Other Time Activity Screen will be displayed. Click on the Account drop-down menu and both accounting lines will appear. Select the accounting line that begins with “1” to add FY 2011 to the line and add “LEAVE” as a program and “LEAVE” as an activity.



4 WebTA Screen Prints for PP 20 (Continued)

C Editing PP 20 Leave and Premium Pay Requests (Continued)

The following example provides the correct T&A data page.



5 Action

A PP 21 Action Required

Employees shall delete all FY 2010 lines of accounting from their PP 21 T&A Data page. This shall be done by using the “DEL” option on the left side of each line with accounting beginning with a zero.