

For: FSA Timekeepers

Instructions for Timekeepers for Fiscal Yearend for WebTA

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice AO-1465 provided all FSA timekeepers with important actions that were required for employee entry of accounting in WebTA to be recorded accurately in the system. It appears that there are still erroneous accounting codes being used by some employees for T&A which will continue to cause invalid information to be collected for the following:

- monthly obligation reports that can lead to erroneous projection of cost causing significant over or under spending
- average salary costs for budgeting of payroll allotments
- reporting Activity Reporting System data to the correct office.

B Purpose

This notice provides information on the following:

- information about fiscal yearend rollover from FY 2010 to FY 2011
- timekeeper immediate action
- actions to be taken in pay period (PP) 20 and 21.

Disposal Date	Distribution
April 1, 2011	All FSA timekeepers; State Offices relay to County Offices

Notice BU-722

1 Overview (Continued)

C Contact Information

If there are any questions about this notice, contact either 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.

2 Information About FY and WebTA

A FY and WebTA

Previously timekeepers were responsible for all T&A activity, including any accounting code actions taken for payroll for FY rollover. With WebTA employee entry, employees complete their own T&A data; however, timekeepers still have some responsibilities for payroll processes. Actions for reviewing, adding, correcting, or deleting accounting codes must be done from the Timekeeper Main Menu. In addition, only a timekeeper has access the employees T&A profile to set the accounting option. **For employees to complete the actions for PP 20, each employee's T&A profile must be set to "Manual".**

PP 20 begins September 26, 2010, and ends October 9, 2010. The first 5 days of PP 20 fall in FY 2010 and the last 9 days in FY 2011. Since timekeepers have previous experience with FY rollover, timekeepers are a source of knowledge for employee assistance through this rollover process. In addition, a review of the accounting information on the employees T&A data by the timekeeper before the supervisor certifies for processing may circumvent the need for corrected T&A's as the result of accounting errors. Only timekeepers can complete corrected T&A's.

During PP 20, only the accounting currently in the WebTA system for each employee will be available during the first week of PP. During that time, employees will be able to load September T&A data. From October 4 through 6, 2010, the WebTA production system will be taken down for the FY 2011 accounting codes to be loaded into WebTA. On October 7, 2010, the WebTA production system will be accessible and employees can complete the October or FY 2011 T&A data using the downloaded accounting codes

3 Timekeeper Immediate Action

A Accounting Code Accuracy

The accuracy of payroll and program-activity information is dependent upon the accounting assigned to each employee's T&A profile in WebTA. **If invalid or incorrect accounting is entered for an employee, it will result in not only the payroll expense but all work completed by that employee not being credited back to the correct office. In this case, if the wrong FY accounting is used by an employee, the payroll expense or the program/activity information will be credited back the incorrect FY resulting in incorrect budget, performance, and cost data.**

B Validating Each Employee's FY 2010 Accounting Code

Before PP 20, timekeepers should validate the accuracy of each employee FY 2010 accounting code. The accounting information provided in Notice BU-721, paragraph 2 shall be followed to validate the accounting for each employee on the office payroll list. Each office location has a distinct Organizational Code which is found in 98-FI. The information provided in Notice BU-721 references the appropriate exhibit in 98-FI to be used, if required, according to the office location of the employees on the payroll lists.

Note: A timekeeper may have employees with several organizational codes if employees are assigned to different offices.

Once the correct code is determined for the employees on the payroll list, follow the timekeeper instructions provided in subparagraph C to view the accounting in WebTA for each employee and to add correct accounting when errors are found. It is important that this action be completed by all timekeepers before employees begin entering T&A data for PP 20. **Each employee should have only 1 accounting code for FY 2010. Any invalid codes listed for an employee should be deleted.**

3 Timekeeper Immediate Action (Continued)

C Verifying Each Employee's Accounting Code in WebTA

To verify accounting, timekeepers shall access WebTA and CLICK "Accounts – Account Table" on the Timekeeper Main Menu. The Active Accounts Screen will be displayed with a drop-down list of employees in the timekeeper's list. If timekeepers are assigned the role of a **delegated** timekeeper for another timekeeper's employee list, perform only the following actions for the employees for whom they are **official** timekeeper.

- Select each employee one-by-one.
- If:
 - **only** the correct accounting code appears, no action is needed so proceed to the next employee on the payroll list
 - **both** the correct accounting code and an invalid code appear, CLICK "DEL" in the column left of the invalid code to delete.
- CLICK "Save" and CLICK "Return" to proceed to the next employee on the payroll list.
- If the valid code does **not** appear, select "Edit Account Descriptions" and the Account Creation Wizard Screen will be displayed.
- Use the valid accounting information determined from 21-AO and 98-FI to populate the fields.

Note: It is very important that uppercase letters be used for any alpha entries in the accounting codes.
- CLICK "Save".

Notice BU-722

3 Timekeeper Immediate Action (Continued)

D Updating Employees T&A Profiles in WebTA

After verification of all employees accounting codes on the payroll list, timekeepers shall return to the Timekeeper Main Menu and perform the following actions:

- search for employees from the Search for Employee Screen and if the timekeeper is:
 - **not** a delegate for another timekeeper, CLICK “Search”
 - a delegate for another timekeeper, open the timekeeper drop-down menu and select your name from the timekeepers listed and CLICK “Search”
- select employees one-by-one and:
 - CLICK “T&A Profile” from the options listed and the T&A Profile Screen will be displayed
 - scroll down to the accounting information area and select “Stored Account (NFC)” to view the account line from the drop-down menu
 - verify that the account is the correct code
 - CLICK “**Manual Account Entry**”.

Notes: It is critical that accounting is set to “**Manual**” in the Employee T&A Profile for each employee. The functionality of Activity Reporting System in WebTA is affected if accounting is set to “Local” or “NFC Stored”. Also, the accounting code is not visible on the employee T&A Data page for verification by supervisor unless “Manual” is selected.

Scroll to the bottom of the T&A Profile Screen and CLICK “Save”. The employee list will be displayed. Proceed to the next employee.

If anything other than the valid accounting code appears for any employee’s T&A Profile, return to the steps in paragraphs B and C.

Notice BU-722

4 Timekeeper Action in PP 20 and 21

A PP 20

Timekeepers shall:

- serve as point of contact for employees with questions about accounting
- delete any invalid code(s) reported by employees or supervisors.

B PP 21

FY 2010 accounting codes will be deactivated once PP 20 is paid and finalized. Timekeepers shall delete FY 2010 codes according to paragraph 3. If a corrected T&A using FY 2010 accounting needs to be completed, contact Mitzi Lankford or Amanda Morgan according to subparagraph 1 C. The appropriate code will be reactivated.