

For: National and State Offices

Accounting for Completing FY 2010 Corrected T&A's

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

With the implementation of the Financial Management Modernization Initiative (FMMI), there was a significant amount of effort across FSA to ensure that accounting was in place so employees could submit their T&A's. With the issues for the FY 2011 accounting resolved, OBF is taking action to process requests for FY 2010 T&A accounting. The appropriate FY 2010 codes must be added to the FMMI tables to complete the T&A corrections.

B Purpose

This notice provides instructions for National and State Office timekeepers to submit required information for appropriate accounting to be added to FMMI tables.

Note: Timekeepers shall follow their normal procedures for requesting assistance or information about any other corrected T&A questions.

2 Submitting Required Information

A Required Information

Timekeepers shall compile the following data for each FY 2010 T&A correction:

- name of the employee
- FY 2010 14-digit accounting code used for the employee's payroll
- pay periods to be corrected
- summary explanation of what needs to be corrected; that is, "should have used annual leave instead of advanced sick leave" or "correction of back pay because of wrong effective date for promotion".

Note: If a previous inquiry has **not** been resolved, resubmit using this process.

Disposal Date	Distribution
September 1, 2011	National and State Offices

Notice BU-725

2 Submitting Required Information (Continued)

B State Office Action

State Offices shall designate a T&A point of contact to compile information for all State and County Office FY 2010 T&A corrections to be completed and submit in 1 report, by e-mail, to **mitzi.lankford@wdc.usda.gov**.

C National Office Action

National Office timekeepers shall compile information for the employees in their office for FY 2010 T&A corrections to be completed and submit in 1 report, by e-mail, to **mitzi.lankford@wdc.usda.gov**.

D Submission Format

Information requested, along with T&A point of contact information, shall be submitted using the following example format.

FY 2010 T&A Correction Request			
T&A Point of Contact: John Johnson at 208-555-1234 or john.johnson@id.usda.gov.			
Employee Name	FY 2010 14-Digit Account Code	Pay Periods	Explanation of Correction
Jane Jones	08746107RE0000	20	Incorrect FY accounting used for FY-end rollover.

FY 2010 T&A Correction Request			
T&A Point of Contact: Sammy Smythe at 816-555-1234 or sammy.smythe@kc.usda.gov.			
Employee Name	FY 2010 14-Digit Account Code	Pay Periods	Explanation of Correction
David Smith	084KS000000000	9 and 10	Advance sick leave used instead of annual leave.
John Brown	08413284000000	15	Promotion effective date was incorrect.