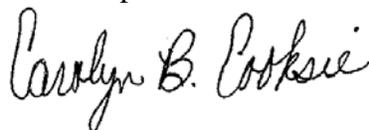


For: FSA Employees

Instructions for FY Accounting Rollover in WebTA for Timekeepers, Employees, and Supervisors

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FY rollover from FY 2012 to FY 2013 will take place in pay period (PP) 20 beginning September 23, 2012, and ending October 6, 2012. In the past few years there have been delays in processing employee T&A's in PP 20 because of the scheduled timeframe for loading new FY accounting in WebTA at NFC. The delays resulted confusion in actions required by timekeepers and in WebTA performance issues.

B Purpose

To address past FY rollover timing issues, OBF and HRD have developed instructions that will provide more flexibility in preparing T&A's during the split PP. In addition to basic accounting information, this notice provides instructions and timeframe for:

- timekeepers to add FY 2013 accounting in WebTA
- actions required by employees and supervisors for completing T&A's in PP 20
- screen prints for completing T&A Data Pages for PP 20
- actions required by timekeepers, employees, and supervisors in PP 21.

C Contact Information

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

- Mitzi Lankford by either of the following:
 - e-mail to mitzi.lankford@wdc.usda.gov
 - telephone at 202-720-0510

Disposal Date	Distribution
January 1, 2013	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

C Contact Information (Continued)

- Vicki Larson by either of the following:
 - e-mail to **vicki.larson@wdc.usda.gov**
 - telephone at 202-720-2501

- BPMS Help Desk by e-mail to **RA.DCWashing2.FSA-BPMS**.

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

Note: Some accounting codes are alpha-numeric, but it is critical that when a number is required that a number is used and that any letters used in accounting codes should be entered using **uppercase** letters.

Example: The letter “O” should **never** be substituted for the number “0” and lowercase “a” should never be substituted for uppercase “A”; such as “3842a784OOOOOO” instead of “3842A784000000”.

B Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Accounting Code Format

The following is the accounting code format for Washington, DC; Kansas City, MO; St. Louis, MO; and APFO employees.

Accounting Code Format for All Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Employees GS – “Y84XXXXX000000”	
Code Element	Code Detail
Budget FY (1 character)	“ Y ” is the last digit of FY (FY 2013 is 3).
Fund Code (2 characters)	“ 84 ” is the fund code to be used by all offices.

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2 Accounting Codes (Continued)

B Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Accounting Code Format (Continued)

Accounting Code Format for All Washington, DC; Kansas City, MO; St. Louis, MO; and APFO Employees GS – “Y84XXXXX000000”	
Code Element	Code Detail
Organizational Code (5 characters)	<p>“XXXXX” is the detail organizational codes for Washington, DC; Kansas City, MO; St. Louis, MO; and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8 through 10.</p> <p>Example: The organizational code for BUD, Director’s Office is “2A784”.</p>
Sub-Object Code (2 characters)	Always “00”.
Project Code (4 characters)	Always “0000”.
Example: FY 2013 BUD Director’s Office is “3842A784000000”.	

C State Office Accounting Code Format

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

Accounting Code Format for State Office Employees		
Code Element	Non-FLP – “Y84SSS84000000” Code Detail	FLP – “Y84SS0000000000” Code Detail
Budget FY (1 character)	“Y” is the last digit of FY (FY 2013 is “3”).	
Fund Code (2 characters)	“84” is the fund code to be used by all State Offices.	
Organizational Code (5 characters)	<p>“SSS84” is the numeric State code. The 5-digit codes are found in 98-FI, Exhibit 13.</p> <p>Example: State code for South Dakota is “046”.</p>	<p>“SS000” is the alpha State abbreviation. The 5-digit codes are found in 98-FI, Exhibit 14.</p> <p>Example: South Dakota is “SD”.</p>
Sub-object Code (2 characters)	Always “00”.	
Project Code (4 characters)	Always “0000”.	
Example: FY 2013 for South Dakota.	“38404684000000”	“384SD0000000000”

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2 Accounting Codes (Continued)

D County Office Accounting Code Format

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

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 2013 is “3”).	
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 numeric State code and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 13.	“SS” is the alpha State abbreviation and “CCC” is the numeric county code. The 5-digit codes are found in 98-FI, Exhibit 14.
Sub-object Code (2 characters)	Always “00”	
Project Code (4 characters)	Always “0000”.	
Example: FY 2013 for Potter County, South Dakota	“38746107000000”	“384SD107000000”

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

3 Timekeeper Actions

A Overview

For FY 2013, timekeepers will add the new FY accounting into WebTA:

- accounting tables **after September 27, 2012, and no later than October 3, 2012**
- for **each** employee assigned to the timekeeper.

Note: Timekeepers shall **not** add accounting for employees that are only on their employee list because of delegation from another timekeeper.

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3 Timekeeper Actions (Continued)

B Timekeeper Instructions for Adding FY 2013 Accounting to WebTA

Timekeepers shall access Timekeeper Main Menu in WebTA and CLICK “Accounts”.

PRODUCTION [Help](#) [Switch Account](#) [Logout](#)

Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
Add	Add Employee
Tkp Profile	Edit Timekeeper Profile
Accounts	Account Table
Leave/Prem Pay	Leave and Premium Pay Requests
Reports	webTA Reports

User Functions

[Delegate](#) [View Tasks \(886\)](#)

[Employee](#) [Timekeeper](#) [Master Timekeeper](#) [Supervisor](#)
[Master Supervisor](#) [HR Admin](#)

Timekeeper shall select the first employee in the “Account list for” drop-down menu. Active Accounts Screen will be displayed. Ensure that only one 2012 account is listed for **each** employee. If invalid accounting codes, such as prior FY or previous organization, are listed for employees, timekeeper shall delete the invalid codes by clicking “Del” to the left of the code. To add the FY 2013 accounting code for the first employee, CLICK “New Account”.

PRODUCTION [Help](#) [Switch Account](#) [Logout](#)

Active Accounts

Account list for: JANE DOE (DOEJ***)

Account	Description
Del 2842D784000000	<input type="text"/>

[Save Description](#)

[Get Account](#) [New Account](#) [Return](#)

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3 Timekeeper Actions (Continued)

B Timekeeper Instructions for Adding FY 2013 Accounting to WebTA (Continued)

Add accounting information in the 5 Field Values according to instruction in paragraph 2. CLICK **“Finish”**.

PRODUCTION Help Switch Account Logout

Account Creation Wizard

Create an account for: FSA

Enter Account Field Values

Fiscal Year	3
Fund	84
Organization	2D784
Subobject	00
Project	0000
Description	

Continue >> Finish Cancel

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After the accounting code has been added in WebTA, additional employees with the same code may be selected and the account may be pulled up by clicking **“Get Account”**.

After accounting has been added to all employees, timekeepers shall verify the following for **each** employee on Active Accounts Screen employee list:

- has 1 accounting code for FY 2012
- has 1 accounting code for FY 2013
- accounting codes for FY's 2012 and 2013 are exactly the same except for the first digit.

PRODUCTION Help Switch Account Logout

Active Accounts

Account list for: JANE DOE (DOEJ***)

Account	Description
Del 2842D784000000	Save Description
Del 3842D784000000	Save Description

Get Account New Account Return

KRONOS

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3 Timekeeper Actions (Continued)

B Timekeeper Instructions for Adding FY 2013 Accounting to WebTA (Continued)

Timekeepers shall also verify that each employee's T&A Profile Accounting is set to "Manual".

Warning: When doing so, timekeepers shall **not** click "Save" for any other setting than "Manual" accounting or the employees T&A program and activity data will be lost and will require reentry.

After all of the FY 2013 accounting has been added to the complete employee list, the timekeeper shall inform the supervisor and employee that the FY 2013 accounting codes are available to be used in WebTA.

4 Employee Instructions for Completing PP 20 T&A's

A WebTA Availability in PP 20

PP 20 begins September 23, 2012, and ends October 6, 2012. The dates September 23 through September 30 in the first week of PP 20, plus Sunday of the second week, fall within FY 2012. The **only** accounting code to be used for time worked or leave taken during the September dates is the FY 2012 accounting code beginning with "2".

In the second week of PP 20, Monday through Saturday dates October 1 through October 6 fall within FY 2013. The **only** accounting code to be used for the time worked or leave taken during the October dates is the FY 2013 accounting code beginning with "3". When the timekeeper or supervisor has informed employees that the FY 2013 accounting codes are available, entries for time worked or leave taken for dates from October 1 through October 6 may be made.

Note: Some leave or premium pay requests may have been completed before October 1 for leave to be used or premium pay worked during the first week of October. This leave or premium pay will have FY 2012 accounting and shall be addressed using the instruction in subparagraph D.

The WebTA Production web site will be taken down on or about **October 4** for NFC to load the FY 2013 accounting codes to the validation table. Communication will be provided to all employees when the WebTA production web site is taken down and when it returns to online status, tentatively set for end-of-day on **October 5**. Employees will **not** be able to validate and supervisors will **not** be able to certify until the validation table has been updated with FY 2013 accounting at NFC.

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4 Employee Instructions for Completing PP 20 T&A's (Continued)

B Entering FY 2012 Time, Program, and Activity Data

After the PP 19 T&A Data Page 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 CLICK **"T&A Data"** to access the T&A Data Page to edit the T&A data in WebTA and make T&A entries for September 23 through September 30, 2012, that fall within FY 2012. **Employees are encouraged to load their FY 2012 data by September 28, if possible.** 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 2012 period, employees may add the new line by clicking **"New"** in the bottom left line of their **"Work Time"** section to access the New Work Time Activity Screen. For time worked from September 23 through September 30, 2012, use the **"Account"** drop down menu line of accounting beginning with **"2"**.

C Entering FY 2013 Time, Program, and Activity Data

When employees have been informed that FY 2013 accounting has been added, they will need to **add additional new lines** for the time worked or leave taken for the October 1 through 6 dates. Employees will do so by clicking **"New"** in the bottom left line of their **"Work Time"** section to access the New Work Time Activity Screen. On the New Work Time Activity Screen, employees will select the FY 2013 accounting beginning with **"3"**. When selecting the FY 2013 accounting, employees shall verify that they have no more than 2 accounting codes; 1 for FY 2012 beginning with a **"2"** and 1 for FY 2013 beginning with a **"3"**. The accounting codes should be identical except for the first digit.

Note: If anything other than 2 lines of accounting is displayed in the **"Account"** drop-down menu, employees should contact their supervisor and/or timekeeper to either delete incorrect accounting or to assist employee in selecting 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.

Each line of accounting added will also require selecting the program and activity applicable for time worked. Employees shall complete T&A Data Page entries for time worked for October 1 through 6, 2012, in a timely manner to have T&A Data Pages completed as much as possible before scheduled loss of access to WebTA by NFC.

Note: Employees who will be out of the office and will not be able to access their T&A's to complete FY 2013 Data Page entries for timely payroll submission shall ensure that their timekeeper and/or supervisor has knowledge of what actions are needed to complete the T&A information to validate and certify the employees T&A.

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4 Employee Instructions for Completing PP 20 T&A's (Continued)

D Entering Leave and Premium Pay

Use the normal process of "Leave or Premium Pay Request" options to request leave taken or premium pay time worked during PP 20. After the requests have been completed, the hours are automatically added to existing lines on the T&A Data Page. Employees shall CLICK "**Edit**" to add the correct line of accounting for the premium pay time worked or leave taken for the applicable FY period along with the applicable program and activity. If the same type of premium pay time is to be entered on the T&A Data Page in the "Work Time" or "Leave and Other Time" sections for both the FY 2012 and FY 2013, an additional line shall be added by clicking "New" in either the "Time Worked" or "Leave and Other Time" sections. After the line is added with the correct transaction code, accounting, program, and activity, the requested time shall be manually moved from the auto-generated line to the manually added line. See paragraph 6 for screen prints depicting the process to be followed.

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

Some employees with multiple areas of responsibility have experienced the WebTA limitation of 30-lines of accounting for T&A Data Page validation. Because many of the same programs and activities may have to be used for both the FY 2012 and FY 2013 accounting, additional employees may be affected by this limitation in PP 20. It may assist in ease of reporting if unused lines of accounting are deleted for PP 20, even though they do not add to the limitation. Employees should focus on the following priorities when reporting time and activity reporting data in PP 20:

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

F Validation of PP 20 by Employees

The Columbus Day holiday will be observed on October 8, 2012.

Employees have until end-of-day **October 9, 2012**, to complete and validate PP 20 T&A data.

Supervisors have until noon on **October 10, 2012**, to certify employee's PP 20 T&A data.

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5 Supervisor Review and Certification of PP 20

A Supervisory Review

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 2012 and FY 2013 affects entire 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 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 several accounting codes to select from and is causing added confusion for employee entry. Employees should only have 1 accounting code at a time with the exception of the rollover PP.

B Supervisory Action

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 paragraph 3 so employee's have accurate accounting code information for PP 20
- certify employee's PP 20 T&A data no later than noon on **October 10, 2012**.

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6 WebTA Screen Prints for PP 20 (Continued)

B Editing PP 20 Leave and Premium Pay Requests

The following example depicts a “Premium Pay” request for PP 20 with the same type of premium pay falling in 2 different FY’s. All the credit time earned in this request will load on 1 line of the T&A Data Page with FY 2012 accounting code.

Information													
Pay Type		Credit Hours Earned											
Position Type		29 - Credit Hours Earned											
Month: September 2011							Month: October 2011						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							
				Hours: <input type="text"/>	Hours: <input type="text"/>	Hours: <input type="text"/>							
				From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>							
				To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>							
	5	6	7	8	9	10	2	3	4	5			
	Hours: <input type="text"/>												
	From: <input type="text"/>												
	To: <input type="text"/>												
	Labor Day												
	12	13	14	15	16	17	9	10	11	12			
	Hours: <input type="text"/>												
	From: <input type="text"/>												
	To: <input type="text"/>												
								Columbus Day					
	19	20	21	22	23	24	16	17	18	19			
	Hours: <input type="text"/>												
	From: <input type="text"/>												
	To: <input type="text"/>												
	26	27	28	29	30		23	24	25	26			
	Hours: <input type="text"/>		Hours: <input type="text"/>										
	From: <input type="text"/>		From: <input type="text"/>										
	To: <input type="text"/>		To: <input type="text"/>										

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6 WebTA Screen Prints for PP 20 (Continued)

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

The following example provides the population of the “Premium Pay” request. All the credit hours worked are loaded on 1 line of accounting for FY 2012 when the third entry falls in FY 2013 accounting.

Del	01 - Regular Base Pay	2842D784000000	FLPDL	ACCTG																	
Edt	01 - Regular Base Pay	2842D784000000	GRP	FIN-ACCTG																	
Del	29 - Credit Hours Earned	AutoLeave Auto-generated leave (change account)						1:00	1:00	2:00			1:00						1:00	3:00	
New		Work Time Total						1:00	1:00	2:00			1:00						1:00	3:00	
Leave and Other Time																					
		Absence Start						7:00					7:00								
		Absence End						8:00					7:30								
Edt	61 - Annual Leave		LEAVE	LEAVE				1:00					1:00						0:30	1:30	
Del	62 - Sick Leave	2842D784000000	LEAVE	LEAVE															2:00	2:00	
New		Leave and Other Time Total						1:00					1:00						2:30	3:30	
		Daily Total						1:00	1:00	1:00			3:00						2:00	1:30	
																				3:30	6:30

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	
(No Dollar Transactions)			
New		Total	

The following example provides that by clicking “Edit” at the left of the applicable T&A line the Edit Work Time Activity Screen will be displayed. The FY 2012 accounting and the program and activity for the work completed for the September credit time shall be selected from the “Account”, “Program”, and “Activity” drop-down menus.

DEVELOPMENT [Help](#) [Switch Account](#) [Logout](#)

Edit Work Time Activity

Transaction Code	29 - 29 - Credit Hours Earned
Prefix	<input type="text"/>
Suffix	<input type="text"/>
Account	2842D784000000 (No Description)
Program	BCAP
Activity	SERV & MAINT
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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6 WebTA Screen Prints for PP 20 (Continued)

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

The following example provides that by clicking “New” at the bottom of the “Work Time” section, the following New Work Time Activity Screen will be displayed. The correct transaction code shall be selected to add the correct type of premium pay, the FY 2013 accounting, the applicable program, and activity for the October credit time.

The time worked in the FY 2012 “Credit Hours Earned” section of the T&A should then be deleted from the line where it was automatically loaded and added to the newly added FY 2013 line.

Edit Del	29 - Credit Hours Earned	2842D784000000	NP	FIN-ACCTG																				
Edit Del	01 - Regular Base Pay	2842D784000000	NP	HR																				
Edit Del	01 - Regular Base Pay	2842D784000000	NP	TRAINING																				
Edit Del	01 - Regular Base Pay	2842D784000000	FLPDL	FIN-ACCTG																				
Edit Del	29 - Credit Hours Earned	2842D784000000	BCAP	SERV & MAINT		1:00	1:00		2:00										1:00	3:00				
Edit Del	01 - Regular Base Pay	2842D784000000	GRP	FIN-ACCTG																				
Edit Del	29 - Credit Hours Earned	3842D784000000	DCP	SERV & MAINT															1:00					
New					Work Time Total							1:00	1:00		2:00			1:00		1:00	3:00			
Leave and Other Time																								
															Absence Start		7:00				7:00			
															Absence End		8:00				7:30			
Edit Del	61 - Annual Leave	2842D784000000	LEAVE	LEAVE		1:00			1:00										0:30	1:30				
Edit Del	62 - Sick Leave		LEAVE	LEAVE															2:00	2:00				
New					Leave and Other Time Total							1:00			1:00			2:00	0:30		2:30	3:30		
New					Daily Total							1:00	1:00	1:00	3:00	2:00	1:30				3:30	6:30		
Dollar Transactions																								
Transaction Account Description Dollar Amt																								
(No Dollar Transactions)																								
New Total																								
Remarks																								

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6 WebTA Screen Prints for PP 20 (Continued)

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

The following example depicts a “Leave” request for PP 20 with the same type of leave falling in 2 different FY’s. All the annual leave taken in the request will load on 1 line of the T&A Data Page using FY 2012 accounting code.

Del	01 - Regular Base Pay	2842D784000000 FLPDL	FIN-ACCTG																	
Edit	29 - Credit Hours Earned	2842D784000000 BCAP	SERV & MAINT		1:00	1:00		2:00			1:00							1:00	3:00	
Del	01 - Regular Base Pay	2842D784000000 GRP	FIN-ACCTG																	
New				Work Time Total						1:00	1:00		2:00			1:00			1:00	3:00
Leave and Other Time				Absence Start						7:00						7:00				
				Absence End						8:00						7:30				
Edit	61 - Annual Leave	2842D784000000	LEAVE LEAVE		1:00										0:30				0:30	1:30
Del	62 - Sick Leave		LEAVE LEAVE											2:00					2:00	2:00
New				Leave and Other Time Total						1:00			1:00	2:00	0:30				2:30	3:30
				Daily Total						1:00	1:00	1:00		3:00	2:00	1:30			3:30	6:30

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	
(No Dollar Transactions)			
New	Total		

Because the applicable leave type is already on the T&A Data Page for FY 2012, no edit is required. CLICK “New” in the lower-left corner of the “Leave and Other Time” section. The New Leave and Other Time Activity Screen will be displayed. Click the “Transaction Code” drop-down menu to add the applicable type of leave; “Account” drop-down menu to select the accounting line for FY 2013, “Program” drop-down menu to add “LEAVE”, and “Activity” drop-down menu add “LEAVE”, and CLICK “Save”.

DEVELOPMENT Help Switch Account Logout

New Leave and Other Time Activity

Transaction Code	61 - 61 - Annual Leave
Prefix	<input type="text"/>
Suffix	<input type="text"/>
Account	3842D784000000 (No Description)
Program	LEAVE
Activity	LEAVE



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6 WebTA Screen Prints for PP 20 (Continued)

C Example of a Completed PP 20 T&A

Transaction	Pfx	Sfx	Account	Program	Activity	SEP							OCT						Wk 2	Total			
						23	24	25	26	27	28	29	30	1	2	3	4	5			6		
						S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total	
Work Time																							
						Time In	7:00	7:00	8:00	7:00	7:00			7:00	7:30	7:00	7:00	7:00					
						Time Out	4:30	4:30	4:30	5:30	5:30			2:30	5:30	4:30	4:30	4:30					
01 - Regular Base Pay			2842D784000000	COMMON	FARM RECORDS			2	30	4	0:30	1										8	
01 - Regular Base Pay			2842D784000000	NP	ADMIN			2						2									2
01 - Regular Base Pay			2842D784000000	NP	EMERGENCY PREP			2	0:30	0:45				3:15									3:15
01 - Regular Base Pay			2842D784000000	NP	HR			1:30		1			1	3:30									3:30
01 - Regular Base Pay			2842D784000000	NP	TRAINING				0:15		1:30			1:45									1:45
01 - Regular Base Pay			2842D784000000	NAP	SERV & MAINT				3:15	2:45				6									6
01 - Regular Base Pay			2842D784000000	BCAP	TRAVEL					1:30	2:30			4									4
01 - Regular Base Pay			2842D784000000	BCAP	SERV & MAINT				2	4	4:30		10:30										10:30
29 - Credit Hours Earned			2842D784000000	BCAP	SERV & MAINT					1	1		2										2
01 - Regular Base Pay			3842D784000000	NP	HR									2	0:30		4	4		10:30	10:30		10:30
01 - Regular Base Pay			3842D784000000	MAL	SIGNUP & ELIGIB									1:15	1:30	4	2:30	3		12:15	12:15		12:15
01 - Regular Base Pay			3842D784000000	DCP	TRAVEL									1:30	1:45	0:30				3:45	3:45		3:45
01 - Regular Base Pay			3842D784000000	DCP	SERV & MAINT									2:45	4	2:15	1	1		11	11		11
29 - Credit Hours Earned			3842D784000000	DCP	SERV & MAINT										1					1	1		1
Work Time Total							8	8	7	9	9		41	6	8:30	8	8	8		38:30	79:30		
Leave and Other Time																							
						Absence Start			7:00					2:30	7:00								
						Absence End			8:00					4:30	7:30								
61 - Annual Leave			2842D784000000	LEAVE	LEAVE				1				1										1
61 - Annual Leave			3842D784000000	LEAVE	LEAVE									0:30								0:30	0:30
62 - Sick Leave			3842D784000000	LEAVE	LEAVE									2								2	2
Leave and Other Time Total									1				1	2	0:30						2:30	3:30	
Daily Total							8	8	8	9	9		42	8	9	8	8	8		41	83		

7 PP 21 Action Required for Timekeepers, Employees and Supervisors

A PP 21 Action for Timekeepers

After PP 20 is verified, certified, and swept for pay by NFC, timekeepers shall access **each** employee using the instructions provided in paragraph 3. For **each** employee, the timekeeper shall **CLICK “Del”** for the FY 2012 accounting code to delete the FY 2012 accounting.

B PP 21 Action for Employees

All lines of accounting will roll forward from PP 20 to PP 21 T&A Data Page. Before making entries on PP 21 T&A Data Page, employees shall **delete all FY 2012 lines of accounting**. To delete, **CLICK “Del”** on the left side of **each** line with accounting beginning with a “2”. This includes **both** the “Work Time” and “Leave and Other Time” sections of the T&A Data Page. Beginning with PP 21, **only** FY 2013 accounting should be used on the T&A Data Page.

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7 PP 21 Action Required for Timekeepers, Employees and Supervisors (Continued)

C PP 21 Actions for Supervisors

Supervisors shall verify with the timekeeper that **all** FY 2012 accounting codes have been deleted for employees within their organization. Supervisors should review **every line of accounting** on the PP 21 T&A Data Page to ensure that **no** FY 2012 accounting is being used. Do **not** certify any T&A's for PP 21 until any accounting errors have been addressed.