

For: State and County Offices

Change in Accounting Classification Code Structure for CO Employees

Approved by: Deputy Administrator, Management



1 Overview

A

Background

The National Finance Center (NFC) accounting classification code structure for CO employees' T&A's and relocation travel documents:

- is currently a 12-digit code
- will change to a 14-digit code in FY 2003.

The 14-digit code will:

- be consistent with the accounting classification code structure for GS employees
- provide the potential for tracking additional information, such as special projects, in the future.

B

Purpose

This notice provides:

- the format for the 14-digit codes to be used on CO employees' T&A's and relocation travel documents beginning in FY 2003
- instructions on entering a pay period 19 T&A if the employee is **newly hired or transferred** in pay period 19.

Note: Pay period 19 is September 22 through October 5, 2002.

Continued on the next page

<p>Disposal Date</p> <p>January 1, 2003</p> <p>9-18-02</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p> <p style="text-align: right;">Page 1</p>
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Notice FI-2542

1 Overview (Continued)

C

Contact

If there are any questions about this notice, contact Debbie Simmons, FMD, at 703-305-1309.

2 Accounting Classification Code Structure for CO Employees' T&A's

A

Format of FY 2003

Accounting Classification Code

The standard structure for the 14-digit accounting classification code is "Y87SSCCCTC0000".

- "Y" is the last digit of FY
- "87" is the fund code to be used for all CO employees
- "SS" is the numeric State code
- "CCC" is the numeric county code
- "TC" is the type of employee code:
 - "RE" for permanent employee
 - "TO" for temporary office employee
 - "TF" for temporary field employee
 - "CC" for COC, CMC, and alternates
 - "MS" for all others, including advisors
- "0000" are zeros and shall be used for all CO employees, unless advised otherwise.

Example: The code for a temporary field employee in Turner County, SD for FY 2003 is "38746125TF0000".

B

Effective Date of Change

The 14-digit accounting classification code structure is effective October 1, 2002.

Continued on the next page

Notice FI-2542

2 Accounting Classification Code Structure for CO Employees' T&A's (Continued)

C

**NFC Conversion
of Stored
Accounting for
Existing
Employees**

NFC will convert the stored accounting classification code for existing CO employees to the new 14-digit accounting classification code structure by adding 2 zeros to the end of the existing T&A code. No County Office action is necessary if the employee's accounting classification code was previously entered and a split T&A is not required. ENTER "2" in the AC field shown on line 02 of the T&A entry screen.

Note: A split T&A is required if an employee was on military leave in pay period 19. Refer to NFC Manual, Title 1, Chapter 7, Section 1, for split T&A requirements if an employee was on military leave in pay period 19.

Continued on the next page

2 Accounting Classification Code Structure for CO Employees' T&A's (Continued)

D

Preparing Pay
Period 19 T&A
For New
Employees

Prepare a single T&A for all employees who are **newly hired or transferred** in pay period 19 distributing all time in pay status for each line entry to the appropriate accounting classification code for FY 2002 and FY 2003. Leave the "AC" field on the T&A entry screen blank. This will ensure accurate distribution of accounting data charged between FY 2002 and FY 2003.

Example: The following is an example of a pay period 19 T&A for a full time CO employee hired effective September 22, 2002. Lines 03 and 04 are for pay status hours September 23 through September 30, 2002, using the FY 2002 accounting classification code structure of 12 digits. Line 05 is for pay status hours October 1 through October 4, 2002, using the FY 2003 accounting classification code structure of 14 digits.

LI	PP	AG	ST	TOWN	UN	TK	G	W	O	FT	PT	INT	40	ST	END	S-S	NAME	DATE	09-04-02	01
01	19	CE	40	4460	01	01				1	1					345-67-8992	BARKER SLYBOY			
02	FS	AL	O	F						CON	AU01		2			%	AC	DA	CS	AWS
	PR	TC	SUFFIX	WEEK1	WEEK2	APP	A	B	C	D	E	F	LL							
03		01		38.	8.	287	4011	9T00												
04		61		2.	.	287	4011	9T00												
05		01		.	32.	387	4011	9T00	000										1	
06				.	.															
07				.	.															
08				.	.															
09				.	.															
10				.	.															
11				.	.															
12				.	.															
13				.	.															
14	63			80.0																
14																				
15																				
16																				
17	0			0.0																
18																				
19																				
19																				
20																				
21																				
22																				

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Notice FI-2542

2 Accounting Classification Code Structure for CO Employees' T&A's (Continued)

E

**Preparing Pay
Period 20 T&A
for Employees
That Were New
or Transferred in
Pay Period 19**

In pay period 20, the accounting classification code must be entered on the T&A for all employees who are **newly hired or transferred** in pay period 19. On T&A:

- ENTER "1" in the "AC" field on line 02 of the T&A to store the accounting data
- enter the accounting classification code in line 03 beginning under the column labeled "APP", using the format "Y87SSCCCTC0000"

Note: The cursor will automatically move to fields "A", "B", and "C" when the previous entry field is full.

- ENTER "1" on the last line of pay status hours used under column "LL".
-

F

**Preparing Pay
Period 21 T&A
For Employees
That Were New
or Transferred
in Pay Period 19**

The accounting classification code will be stored from the pay period 20 T&A. In pay period 21, ENTER "2" in the "AC" field shown on line 02 of the T&A entry screen. The NFC payroll system will automatically apply the stored accounting classification code data.

Notice FI-2542

3 Accounting Classification Code Structure for CO Employees' Relocation

A

Format of FY 2003 Accounting Classification Code

The standard structure for the 14-digit accounting classification code for a CO employee's relocation travel is "Y87SSCCC060000".

- "Y" is the last digit of FY
 - "87" is the fund code to be used for all CO employees
 - "SS" is the numeric State code
 - "CCC" is the numeric county code
 - "06" indicates relocation
 - "0000" are zeros and shall be used for all CO employees, unless advised otherwise.
-

B

Effective Date of Change

The 14-digit accounting classification code structure for relocation travel is effective October 1, 2002.

C

NFC Conversion of Existing Accounting Data

NFC will convert the accounting classification code on AD-202R's previously submitted to NFC using the 12-digit format to the new 14-digit format by adding 2 zeros to the end of the existing accounting classification code. For relocation claims submitted to NFC:

- before October 1, 2002, use the original 12-digit format
 - after September 30, 2002, use the new 14-digit format.
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