UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2209

For: State Offices, County Offices with GS Employees, and APFO

PC-TARE T&A's and the End of the FY Changeover

Approved by: Deputy Administrator, Management

1 Overview

A Purpose

This notice:

- provides information on preparing T&A's for pay periods 20, 21, and 22 for State Offices, Farm Loan Teams, and APFO for:
  - all current employees
  - **new and transferring** employees
  - employees on military leave in pay period 20
- informs all offices of a change to T&A accounting codes that is effective on October 1, 2000. See Exhibits 1 and 2 for old FY 2000 and new FY 2001 accounting codes.

B Contact

If an employee is on military leave during pay period 20 or if there are any further questions about this notice, contact the appropriate office according to this table.

Location	Contact
State Offices and APFO	Either of the following KCAO, Personnel Division employees: • Carolyn Layden at 816-926-6709 • Myrna Highlander at 816-926-6184.
Farm Loan Teams	State Office

Disposal Date	Distribution
January 1, 2001	State Offices; State Offices relay to applicable County Offices; and APFO

2 Preparing T&A's for Pay Period 20

A
T&A's for Pay Period 20

Prepare a pay period 20 T&A**, as usual**, for all **existing** employees. The AC code on the T&A will remain "2". NFC will handle applying the old and new FY accounting information for FY 2000 and 2001 to each employee's payroll record.

Note: See Exhibit 3 for instructions on preparing a pay period 20 T&A for a **new or transferring employee**.

B
Military Leave in Pay Period 20

If an employee is on **military leave** during pay period 20, contact the appropriate office listed in subparagraph 1 B for split T&A instructions.

3 Preparing T&A's for Pay Period 21 or 22

A
T&A's for Pay Period 21

Prepare a pay period 21 T&A for **existing employees**, as usual, by entering an **AC** code of "**2**". Existing employees are defined as employees whose T&A was in the T&A group **before** pay period 20. NFC will automatically establish the new FY 2001 T&A accounting code for **existing employees**.

Important: **The AC code must be "1"** for any employee who was new to a T&A group in pay period 20 **or** is new to the T&A group in pay period 21. This includes transferring employees. See Exhibit 4 for instructions on preparing a pay period 21 T&A for these **new or transferring employees**.

B
T&A's for Pay Period 22

Return to normal T&A processing instructions starting with pay period 22. The **AC** code will be "**2**", except for a new or transferring employee.

Note: During FY 2001, ensure that the new **FY 2001 T&A accounting code** is used when establishing a new or transferring employee in the T&A group.

State Offices and APFO FY 2000 and FY 2001 T&A Accounting Codes

State Offices/APFO	FY 2000 Columns					FY 2001 Columns			
	APP	A	B	C	D	APP	A	B	C
AL	084	00	0018	4000	0	184	0018	4000	000
AK	084	00	0028	4000	0	184	0028	4000	000
AZ	084	00	0048	4000	0	184	0048	4000	000
AR	084	00	0058	4000	0	184	0058	4000	000
CA	084	00	0068	4000	0	184	0068	4000	000
CO	084	00	0088	4000	0	184	0088	4000	000
CT	084	00	0098	4000	0	184	0098	4000	000
DE	084	00	0108	4000	0	184	0108	4000	000
FL	084	00	0128	4000	0	184	0128	4000	000
GA	084	00	0138	4000	0	184	0138	4000	000
HI	084	00	0158	4000	0	184	0158	4000	000
ID	084	00	0168	4000	0	184	0168	4000	000
IL	084	00	0178	4000	0	184	0178	4000	000
IN	084	00	0188	4000	0	184	0188	4000	000
IA	084	00	0198	4000	0	184	0198	4000	000
KS	084	00	0208	4000	0	184	0208	4000	000
KY	084	00	0218	4000	0	184	0218	4000	000
LA	084	00	0228	4000	0	184	0228	4000	000
ME	084	00	0238	4000	0	184	0238	4000	000
MD	084	00	0248	4000	0	184	0248	4000	000
MA	084	00	0258	4000	0	184	0258	4000	000
MI	084	00	0268	4000	0	184	0268	4000	000
MN	084	00	0278	4000	0	184	0278	4000	000
MS	084	00	0288	4000	0	184	0288	4000	000

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State Offices and APFO FY 2000 and FY 2001 T&A Accounting Codes (Continued)

State Offices/APFO	FY 2000 Columns					FY 2001 Columns			
	APP	A	B	C	D	APP	A	B	C
MO	084	00	0298	4000	0	184	0298	4000	000
MT	084	00	0308	4000	0	184	0308	4000	000
NE	084	00	0318	4000	0	184	0318	4000	000
NV	084	00	0328	4000	0	184	0328	4000	000
NH	084	00	0338	4000	0	184	0338	4000	000
NJ	084	00	0348	4000	0	184	0348	4000	000
NM	084	00	0358	4000	0	184	0358	4000	000
NY	084	00	0368	4000	0	184	0368	4000	000
NC	084	00	0378	4000	0	184	0378	4000	000
ND	084	00	0388	4000	0	184	0388	4000	000
OH	084	00	0398	4000	0	184	0398	4000	000
OK	084	00	0408	4000	0	184	0408	4000	000
OR	084	00	0418	4000	0	184	0418	4000	000
PA	084	00	0428	4000	0	184	0428	4000	000
PR	084	00	0438	4000	0	184	0438	4000	000
RI	084	00	0448	4000	0	184	0448	4000	000
SC	084	00	0458	4000	0	184	0458	4000	000
SD	084	00	0468	4000	0	184	0468	4000	000
TN	084	00	0478	4000	0	184	0478	4000	000
TX	084	00	0488	4000	0	184	0488	4000	000
UT	084	00	0498	4000	0	184	0498	4000	000
VT	084	00	0508	4000	0	184	0508	4000	000
VA	084	00	0518	4000	0	184	0518	4000	000
WA	084	00	0538	4000	0	184	0538	4000	000

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State Offices and APFO FY 2000 and FY 2001 T&A Accounting Codes (Continued)

State Offices/APFO	FY 2000 Columns					FY 2001 Columns			
	APP	A	B	C	D	APP	A	B	C
WV	084	00	0548	4000	0	184	0548	4000	000
WI	084	00	0558	4000	0	184	0558	4000	000
WY	084	00	0568	4000	0	184	0568	4000	000
APFO/OD	084	00	8858	4000	0	184	8858	4000	000
APFO/DS	084	00	8868	4000	0	184	8868	4000	000
APFO/CS	084	00	8888	4000	0	184	8888	4000	000
APFO/SB	084	00	8938	4000	0	184	8938	4000	000
APFO/QAS	084	00	8878	4000	0	184	8878	4000	000
APFO/Photo SB	084	00	8958	4000	0	184	8958	4000	000
APFO/B&WS	084	00	8968	4000	0	184	8968	4000	000
APFO/AS	084	00	8948	4000	0	184	8948	4000	000
APFO/RMS	084	00	8898	4000	0	184	8898	4000	000
APFO/ITS	084	00	8928	4000	0	184	8928	4000	000
APFO/Color S	084	00	8978	4000	0	184	8978	4000	000

GS Employees in County Offices FY 2000 and FY 2001 T&A Accounting Codes

GS County Office Employees	FY 2000 Columns					FY 2001 Columns			
	APP	A	B	C	D	APP	A	B	C
AL	086	00	8018	6000	0	184	8018	6000	000
AK	086	00	8028	6000	0	184	8028	6000	000
AZ	086	00	8048	6000	0	184	8048	6000	000
AR	086	00	8058	6000	0	184	8058	6000	000
CA	086	00	8068	6000	0	184	8068	6000	000
CO	086	00	8088	6000	0	184	8088	6000	000
CT	086	00	8098	6000	0	184	8098	6000	000
DE	086	00	8108	6000	0	184	8108	6000	000
FL	086	00	8128	6000	0	184	8128	6000	000
GA	086	00	8138	6000	0	184	8138	6000	000
HI	086	00	8158	6000	0	184	8158	6000	000
ID	086	00	8168	6000	0	184	8168	6000	000
IL	086	00	8178	6000	0	184	8178	6000	000
IN	086	00	8188	6000	0	184	8188	6000	000
IA	086	00	8198	6000	0	184	8198	6000	000
KS	086	00	8208	6000	0	184	8208	6000	000
KY	086	00	8218	6000	0	184	8218	6000	000
LA	086	00	8228	6000	0	184	8228	6000	000
ME	086	00	8238	6000	0	184	8238	6000	000
MD	086	00	8248	6000	0	184	8248	6000	000
MA	086	00	8258	6000	0	184	8258	6000	000
MI	086	00	8268	6000	0	184	8268	6000	000
MN	086	00	8278	6000	0	184	8278	6000	000
MS	086	00	8288	6000	0	184	8288	6000	000
MO	086	00	8298	6000	0	184	8298	6000	000

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GS Employees in County Offices FY 2000 and FY 2001 T&A Accounting Codes (Continued)

GS County Office Employees	FY 2000 Columns APP	A	B	C	D	FY 2001 Columns APP	A	B	C
MT	086	00	8308	6000	0	184	8308	6000	000
NE	086	00	8318	6000	0	184	8318	6000	000
NV	086	00	8328	6000	0	184	8328	6000	000
NH	086	00	8338	6000	0	184	8338	6000	000
NJ	086	00	8348	6000	0	184	8348	6000	000
NM	086	00	8358	6000	0	184	8358	6000	000
NY	086	00	8368	6000	0	184	8368	6000	000
NC	086	00	8378	6000	0	184	8378	6000	000
ND	086	00	8388	6000	0	184	8388	6000	000
OH	086	00	8398	6000	0	184	8398	6000	000
OK	086	00	8408	6000	0	184	8408	6000	000
OR	086	00	8418	6000	0	184	8418	6000	000
PA	086	00	8428	6000	0	184	8428	6000	000
PR	086	00	8728	6000	0	184	8728	6000	000
RI	086	00	8448	6000	0	184	8448	6000	000
SC	086	00	8458	6000	0	184	8458	6000	000
SD	086	00	8468	6000	0	184	8468	6000	000
TN	086	00	8478	6000	0	184	8478	6000	000
TX	086	00	8488	6000	0	184	8488	6000	000
UT	086	00	8498	6000	0	184	8498	6000	000
VT	086	00	8508	6000	0	184	8508	6000	000
VA	086	00	8518	6000	0	184	8518	6000	000
WA	086	00	8538	6000	0	184	8538	6000	000
WV	086	00	8548	6000	0	184	8548	6000	000
WI	086	00	8558	6000	0	184	8558	6000	000
WY	086	00	8568	6000	0	184	8568	6000	000

Pay Period 20 T&A's for New or Transferring Employees

A
Preparing Pay Period 20 T&A's

When preparing a T&A for an employee who is **new or transferring to your office in pay period 20**, use the following table. If there are **Week 1** transaction codes/hours, use **FY 2000** accounting data. For **Week 2** transaction codes/hours, use **FY 2001** accounting data. See subparagraph B for an example of a pay period 20 T&A posting screen for a new or transferring employee.

Step	Action
1	Proceed to PC-TARE's Main Menu and ENTER "**02**", "**Enter Current T&A**".
2	Proceed to the "**AC**" field and delete the numeric code. This field must be **blank**.
3	**Week 1 -** Enter the transaction codes and hours followed by the correct **FY 2000** T&A accounting code for each transaction code line. See Exhibits 1 and 2 to find the appropriate FY 2000 T&A accounting codes for your office. **The FY 2000 format is:** APP A B C D 0NN 00 NNNN N000 0
4	**Week 2 -** Enter the transaction codes and hours followed by the correct **FY 2001** T&A accounting code for each transaction code line. See Exhibits 1 and 2 to find the appropriate FY 2001 T&A accounting codes for your office. **The FY 2001 format is:** APP A B C 184 NNNN N000 000 **Note:** The Farm Loan Team's "APP" code for FY 2001 changes from "186" to "**184**". **Tip:** After the first transaction code line is entered with the correct FY accounting code, repeat the same FY accounting on the next T/C line by typing a slash "/" in each accounting field starting with the "APP" field.
5	Proceed to complete, print, and XMIT the pay period 20 T&A's as usual.

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Pay Period 20 T&A's for New or Transferring Employees (Continued)

B
Completed Example of Pay Period 20 T&A Posting Screen

Following is a completed example of pay period 20 T&A posting screen.

```
TA - MENAD321
10 x 18
LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME:    ALABAMA EXAMPLE
01 20 FA 11 1111 11 11 1     1                                 DATE 09-19-00 01
02 FS   AL   0   F              CON   AU01    2    %    AC   DA    CS   AWS 8 02
   PR TC SUFFIX WEEK1 WEEK2 APP   A     B     C     D     E     F     LL
03    01         27.0    .  084   00  0018  4000     0                       03
04    61          3.0    .  084   00  0018  4000     0                       04
05    62          9.0    .  084   00  0018  4000     0                       05
06    01           .   30.0 184 0018  4000   000                             06
07    50           .    5.0 184 0018  4000   000                      1      07
08                 .     .                                                   08
09                 .     .                                                   09
10                 .     .                                                   10
11                 .     .                                                   11
12                 .     .                                                   12
13                 .     .                                                   13
14  175     74.0 <TOTAL TIME ANNL FWD   49.0 ACCR   6   USED  3.0 BAL   52.0 14
15   29          3.     .   SICK FWD   76.0 ACCR   4   USED  9.0 BAL   71.0 15
16   71          6.     .   COMP FWD    0.0 ACCR   0.0 USED  0.0 BAL    0.0 16
17  100      9.0 <TOTAL OTHR LWOP FWD    0.0            USED  6.0 BAL    6.0 17
18                           AWOL FWD    0.0            USED  0.0 BAL    0.0 18
19 REMARKS:                  SUSP FWD    0.0            USED  0.0 BAL    0.0 19
20                           MILR FWD    0       <DAYS> USED 00   BAL    0   20
21 PRESS ENTER TO MODIFY T&A MILE FWD    0.0            USED  0.0 BAL    0.0 21
22                           OTHR                       USED  0.0            22
 TO SCROLL => F7(NEXT SS#)  F9 (PRIOR SS#)  F8(NEXT NAME)   F10 (PRIOR NAME)
```

Pay Period 21 T&A's for New or Transferring Employees

A
Preparing Pay Period 21 T&A's

Any employee who was **new** to a T&A group in pay period 20 **or** is new to the T&A group in pay period 21, the **AC code must be "1"**. This includes transferring employees. This action is needed to establish their FY 2001 T&A accounting code. See subparagraph B for an example of the T&A posting screen for these new or transferring employees.

Step	Action
1	Proceed to PC-TARE's Main Menu and ENTER "**02**", "**Enter Current T&A**".
2	Proceed to the "**AC**" field and ENTER "**1**" in the "AC" field of each T&A.
3	Enter the "**first**" transaction code line and hours followed by the correct **FY 2001** T&A accounting code for your office. See Exhibits 1 and 2 to find the correct FY 2001 T&A accounting code. **Note:** Enter the T&A accounting code on the "first" transaction code line **only**. **The FY 2001 format is:** APP A B C 184 NNNN N000 000 **Note:** The Farm Loan Team's "APP" code for FY 2001 changes from "186" to "**184**".
4	Proceed to complete, print, and XMIT the pay period 21 T&A's as usual.

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Pay Period 21 T&A's for New or Transferring Employees (Continued)

B
Completed Example of Pay Period 21 T&A Posting Screen

Following is a completed example of pay period 21 T&A posting screen.

```
TA - MENAD321
10 x 18
LI PP AG ST TOWN UN TK G W O FT PT INT 40 ST END S-S NAME:        ALABAMA
01 21 FA 11 1111 11 11 1     1                                  DATE 09-20-00 01
02 FS   AL   0   F            CON   AU01    2    %    AC 1 DA    CS   AWS 8 02
   PR TC SUFFIX WEEK1 WEEK2 APP   A     B     C     D     E     F     LL
03    01         27.0  30.0 184 0018  4000   000                          03
04    61          3.0    .                                                04
05    62          9.0    .                                                05
06    50            .    5.0                                     1       06
07                  .     .                                               07
08                  .     .                                               08
09                  .     .                                               09
10                  .     .                                               10
11                  .     .                                               11
12                  .     .                                               12
13                  .     .                                               13
14  174     74.0 <TOTAL TIME ANNL FWD   52.0 ACCR   6   USED  3.0 BAL   55.0 14
15   29          5.     .   SICK FWD   71.0 ACCR   4   USED  9.0 BAL   66.0 15
16   71          6.     .   COMP FWD    0.0 ACCR   0.0 USED  0.0 BAL    0.0 16
17  100     11.0 <TOTAL OTHR LWOP FWD    6.0            USED  6.0 BAL   12.0 17
18                           AWOL FWD    0.0            USED  0.0 BAL    0.0 18
19 REMARKS:                  SUSP FWD    0.0            USED  0.0 BAL    0.0 19
20                           MILR FWD    0       <DAYS> USED 00   BAL    0   20
21 PRESS ENTER TO MODIFY T&A MILE FWD    0.0            USED  0.0 BAL    0.0 21
22                           OTHR                       USED  0.0            22
 TO SCROLL => F7(NEXT SS#)  F9 (PRIOR SS#)  F8(NEXT NAME)   F10 (PRIOR NAME)
```