

For: FFAS Offices, Except Kansas City and St. Louis

Preparing Pay Period 26 T&A's

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information on:

- preparing pay period 26, 2001, time and attendance (T&A)
- circumstances requiring split T&A's in pay period 26, 2001
- preparing split T&A's.

B

Contact

If there are questions about this notice, contact the appropriate office according to the following table.

Location	Contact
County Offices using PC-TARE	FSA State Office.
State Offices and APFO	Either of the following at KCAO, Personnel Division: <ul style="list-style-type: none"> • Carolyn Layden at 816-926-6709 • Myrna Highlander at 816-926-6184.
RMA (Kansas City Office)	Patty Gepford at 816-926-6259, KCAO, Personnel Division.
National Office and RMA Field Offices	Either of the following at HRD: <ul style="list-style-type: none"> • Linda Watkins at 202-418-9038 • Angela Jackson at 202-418-9019.

Disposal Date	Distribution
February 1, 2002	All FAS, FSA, and RMA Offices, except Kansas City and St. Louis; State Offices relay to County Offices

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2 Preparing T&A's Using PC-TARE

A

Required Action When PC-TARE users update their “first” T&A record for a full-time employee in leave category 6 in pay period 26, the message, “**Is This The Last Full Pay Period of the Calendar Year (Y/N)**”, will be displayed again. When the message is displayed for pay period 26, 2001, PC-TARE users shall ENTER “N”.

Note: See the NFC PC-TARE (for Timekeepers) handbook, page 10, for instructions.

B

Reminder If the “**Annual Leave Category**” field was changed to “0” in an employee’s master record in the PC-TARE system for pay period 25 T&A processing, users are reminded to change the “**Annual Leave Category**” field back to “6” before processing pay period 26 T&A’s.

3 Preparing T&A's Using FAS's DEC T&A System

A

Action There is no special T&A action necessary for pay period 26, since the DEC T&A system will automatically make changes.

4 Nonpay Status Hours or Emergency Military Leave

A

When Split T&A's Are Required Nonpay status hours and emergency military leave must be charged to the calendar year in which it occurs. Therefore, NFC requires a split T&A when either leave type occurs:

- in **both** calendar years 2001 and 2002 (December 30, 2001, through January 12, 2002)
 - only during calendar year 2002 (January 1 through January 12, 2002).
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4 Nonpay Status Hours or Emergency Military Leave (Continued)

**B
When Split
T&A's Are Not
Required**

A split T&A is **not** required when nonpay status hours or emergency military leave occurs only during calendar year 2001 (December 30 through 31, 2001).

**C
Action**

When a split T&A is required for pay period 26, 2001, users of the PC-TARE T&A system shall prepare an automated split T&A, according to the following table.

Step	Action
1	See the NFC T&A Manual, Chapter 7, for detailed instructions on reporting split T&A's.
2	See the NFC PC-TARE (for Timekeepers) handbook, Chapter 10, page 22 for instructions on using the split T&A option in the PC-TARE system.
3	Complete Split T&A Screen , page 1, to include December 30 through December 31, 2001.
4	Complete Split T&A Screen, page 2, to include January 1 through January 12, 2002.
5	Include any split T&A's on the usual transmission (XMIT) file for pay period 26, 2001. Note: When the number of transmitted T&A's is displayed on the "Prepare XMIT File Screen", the PC-TARE system counts a split T&A as two T&A's.

5 Preparing Split T&A's Using FAS's DEC T&A System

**A
Action**

No action is necessary on the part of the timekeeper.
