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

Notice PM-2320

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

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

Approved by: Deputy Administrator, Management

1 Overview

A Purpose

This notice provides information on preparing T&A's for pay periods 19, 20, and 21 for State Offices, County Offices with GS employees, and APFO for:

- all current employees
- **new and transferring** employees
- employees on military leave in pay period 19.

B Contact

If an employee is on military leave during pay period 19 or if there are any further questions about this notice, contact the appropriate office according to the following 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, 2003	State Offices; State Offices relay to applicable County Offices; and APFO

2 Preparing T&A's for Pay Period 19

A
T&A's for Pay Period 19

Prepare pay period 19 T&A's, **as usual**, for all **existing** employees. The AC code on the T&A's will remain "2". NFC will automatically rollover the accounting data to FY 2003.

Note: See:

- Exhibit 1 for instructions on preparing pay period 19 T&A's for a **new or transferring employee (GS employees)**
- **Notice FI-2542** for instructions on preparing pay period 19 T&A's for a **new or transferring employee (CO employees)**.

B
Military Leave in Pay Period 19

If an employee is on **military leave** during pay period 19, contact the appropriate office listed in subparagraph 1 B for split T&A instructions.

3 Preparing T&A's for Pay Period 20 or 21

A
T&A's for Pay Period 20

Prepare pay period 20 T&A's for **existing employees**, as usual, by entering an **AC** code of "**2**".

Note: Existing employees are employees whose T&A was in the T&A group **before** pay period 19.

NFC will automatically rollover the new FY 2003 T&A accounting data for **existing employees**.

Important: **The AC code must be "1"** for any employee who was new to a T&A group in pay period 19 **or** is new to the T&A group in pay period 20. This includes transferring employees.

Note: See:

- Exhibit 2 for instructions on preparing pay period 20 T&A for **new or transferring employees (GS employees)**
- **Notice FI-2542** for instructions on preparing pay period 20 T&A for **new or transferring employees (CO employees)**.

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3 Preparing T&A's for Pay Period 20 or 21 (Continued)

B
T&A's for Pay Period 21

Return to normal T&A processing instructions starting with pay period 21. The **AC** code will be "**2**", except for a new or transferring employee.

Note: During FY 2002, ensure that the new **FY 2002 T&A accounting data** is used when establishing a new or transferring employee in the T&A group.

Pay Period 19 T&A's for New or Transferring Employees (GS Employees)

When preparing a T&A for an employee who is **new or transferring in pay period 19**, use the following table.

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	**September 22 through September 30, 2002**: Enter the transaction codes and hours, followed by the correct **FY 2002** T&A accounting data for each transaction code line. See Exhibits 3 and 4 to find the appropriate FY 2002 T&A accounting data for your office. **The FY 2002 format is**: APP A B C 284 NNNN N000 000
4	**October 1 through October 5, 2002**: Enter the transaction codes and hours on line 3, followed by the correct **FY 2003** T&A accounting code for each transaction code line. See Exhibits 3 and 4 to find the appropriate FY 2003 T&A accounting data for your office. **The FY 2003 format is**: APP A B C 384 NNNN N000 000 **Note:** APP "3" represents the last digit of the fiscal year (i.e., 2003 = 3). **Tip:** After the first transaction code line is entered with the correct FY accounting data, 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 pay period 19 T&A's as usual.

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

Any employee who was **new** to a T&A group in pay period 19 **or** is new to the T&A group in pay period 20, the **AC code must be "1"**. This includes transferring employees. This action is needed to establish their FY 2003 T&A accounting data.

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 on line 3, followed by the correct **FY 2003** T&A accounting data for your office. See Exhibits 3 and 4 to find the correct FY 2003 T&A accounting data. **Note:** Enter the T&A accounting data on the "first" transaction code line **only**. **The FY 2003 format is:** APP A B C 384 NNNN N000 000 **Note:** APP "3" represents the last digit of the fiscal year (i.e., 2003 = 3).
4	Proceed to complete, print, and XMIT pay period 20 T&A's as usual.

State Offices and APFO FY 2002 and FY 2003 T&A Accounting Data

A
State Office Accounting Data

The following table provides State Office FY 2002 and FY2003 T&A Accounting Data.

State Offices	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
AK	284	0028	4000	000	384	0028	4000	000
AL	284	0018	4000	000	384	0018	4000	000
AR	284	0058	4000	000	384	0058	4000	000
AZ	284	0048	4000	000	384	0048	4000	000
CA	284	0068	4000	000	384	0068	4000	000
CO	284	0088	4000	000	384	0088	4000	000
CT	284	0098	4000	000	384	0098	4000	000
DE	284	0108	4000	000	384	0108	4000	000
FL	284	0128	4000	000	384	0128	4000	000
GA	284	0138	4000	000	384	0138	4000	000
HI	284	0158	4000	000	384	0158	4000	000
IA	284	0198	4000	000	384	0198	4000	000
ID	284	0168	4000	000	384	0168	4000	000
IL	284	0178	4000	000	384	0178	4000	000
IN	284	0188	4000	000	384	0188	4000	000
KS	284	0208	4000	000	384	0208	4000	000
KY	284	0218	4000	000	384	0218	4000	000
LA	284	0228	4000	000	384	0228	4000	000
MA	284	0258	4000	000	384	0258	4000	000
MD	284	0248	4000	000	384	0248	4000	000
ME	284	0238	4000	000	384	0238	4000	000

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State Offices and APFO FY 2002 and FY 2003 T&A Accounting Data (Continued)

A
State Office
Accounting Data
(Continued)

State Offices	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
MI	284	0268	4000	000	384	0268	4000	000
MN	284	0278	4000	000	384	0278	4000	000
MO	284	0298	4000	000	384	0298	4000	000
MS	284	0288	4000	000	384	0288	4000	000
MT	284	0308	4000	000	384	0308	4000	000
NC	284	0378	4000	000	384	0378	4000	000
ND	284	0388	4000	000	384	0388	4000	000
NE	284	0318	4000	000	384	0318	4000	000
NH	284	0338	4000	000	384	0338	4000	000
NJ	284	0348	4000	000	384	0348	4000	000
NM	284	0358	4000	000	384	0358	4000	000
NV	284	0328	4000	000	384	0328	4000	000
NY	284	0368	4000	000	384	0368	4000	000
OH	284	0398	4000	000	384	0398	4000	000
OK	284	0408	4000	000	384	0408	4000	000
OR	284	0418	4000	000	384	0418	4000	000
PA	284	0428	4000	000	384	0428	4000	000
PR	284	0438	4000	000	384	0438	4000	000
RI	284	0448	4000	000	384	0448	4000	000
SC	284	0458	4000	000	384	0458	4000	000

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State Offices and APFO FY 2002 and FY 2003 T&A Accounting Data (Continued)

A
State Office
Accounting Data
(Continued)

State Offices	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
SD	284	0468	4000	000	384	0468	4000	000
TN	284	0478	4000	000	384	0478	4000	000
TX	284	0488	4000	000	384	0488	4000	000
UT	284	0498	4000	000	384	0498	4000	000
VA	284	0518	4000	000	384	0518	4000	000
VT	284	0508	4000	000	384	0508	4000	000
WA	284	0538	4000	000	384	0538	4000	000
WI	284	0558	4000	000	384	0558	4000	000
WV	284	0548	4000	000	384	0548	4000	000
WY	284	0568	4000	000	384	0568	4000	000

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State Offices and APFO FY 2002 and FY 2003 T&A Accounting Data (Continued)

B
APFO Accounting Data

The following table provides APFO FY 2002 and FY2003 T&A Accounting Data.

APFO	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
AS	284	8948	4000	000	384	8948	4000	000
B&WS	284	8968	4000	000	384	8968	4000	000
Color S	284	8978	4000	000	384	8978	4000	000
CS	284	8888	4000	000	384	8888	4000	000
DS	284	8868	4000	000	384	8868	4000	000
ITS	284	8928	4000	000	384	8928	4000	000
OD	284	8858	4000	000	384	8858	4000	000
Photo SB	284	8958	4000	000	384	8958	4000	000
QAS	284	8878	4000	000	384	8878	4000	000
RMS	284	8898	4000	000	384	8898	4000	000
SB	284	8938	4000	000	384	8938	4000	000

GS Employees in County Offices FY 2002 and FY 2003 T&A Accounting Data

GS County Office Employees	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
AK	284	8028	6000	000	384	8028	6000	000
AL	284	8018	6000	000	384	8018	6000	000
AR	284	8058	6000	000	384	8058	6000	000
AZ	284	8048	6000	000	384	8048	6000	000
CA	284	8068	6000	000	384	8068	6000	000
CO	284	8088	6000	000	384	8088	6000	000
CT	284	8098	6000	000	384	8098	6000	000
DE	284	8108	6000	000	384	8108	6000	000
FL	284	8128	6000	000	384	8128	6000	000
GA	284	8138	6000	000	384	8138	6000	000
HI	284	8158	6000	000	384	8158	6000	000
IA	284	8198	6000	000	384	8198	6000	000
ID	284	8168	6000	000	384	8168	6000	000
IL	284	8178	6000	000	384	8178	6000	000
IN	284	8188	6000	000	384	8188	6000	000
KS	284	8208	6000	000	384	8208	6000	000
KY	284	8218	6000	000	384	8218	6000	000
LA	284	8228	6000	000	384	8228	6000	000
MA	284	8258	6000	000	384	8258	6000	000
MD	284	8248	6000	000	384	8248	6000	000
ME	284	8238	6000	000	384	8238	6000	000

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GS Employees in County Offices FY 2002 and FY 2003 T&A Accounting Data (Continued)

State Offices	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
MI	284	8268	6000	000	384	8268	6000	000
MN	284	8278	6000	000	384	8278	6000	000
MO	284	8298	6000	000	384	8298	6000	000
MS	284	8288	6000	000	384	8288	6000	000
MT	284	8308	6000	000	384	8308	6000	000
NC	284	8378	6000	000	384	8378	6000	000
ND	284	8388	6000	000	384	8388	6000	000
NE	284	8318	6000	000	384	8318	6000	000
NH	284	8338	6000	000	384	8338	6000	000
NJ	284	8348	6000	000	384	8348	6000	000
NM	284	8358	6000	000	384	8358	6000	000
NV	284	8328	6000	000	384	8328	6000	000
NY	284	8368	6000	000	384	8368	6000	000
OH	284	8398	6000	000	384	8398	6000	000
OK	284	8408	6000	000	384	8408	6000	000
OR	284	8418	6000	000	384	8418	6000	000
PA	284	8428	6000	000	384	8428	6000	000
PR	284	8728	6000	000	384	8728	6000	000
RI	284	8448	6000	000	384	8448	6000	000
SC	284	8458	6000	000	384	8458	6000	000

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GS Employees in County Offices FY 2002 and FY 2003 T&A Accounting Data (Continued)

State Offices	FY 2002 Columns				FY 2003 Columns			
	APP	A	B	C	APP	A	B	C
SD	284	8468	6000	000	384	8468	6000	000
TN	284	8478	6000	000	384	8478	6000	000
TX	284	8488	6000	000	384	8488	6000	000
UT	284	8498	6000	000	384	8498	6000	000
VA	284	8518	6000	000	384	8518	6000	000
VT	284	8508	6000	000	384	8508	6000	000
WA	284	8538	6000	000	384	8538	6000	000
WI	284	8558	6000	000	384	8558	6000	000
WV	284	8548	6000	000	384	8548	6000	000
WY	284	8568	6000	000	384	8568	6000	000