

**For:** State and County Offices and APFO

**Preparing Pay Period 26 Time and Attendance (T&A's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

This notice provides information about:

- preparing pay period 26, 2002, T&A's
- circumstances requiring split T&A's in pay period 26, 2002
- preparing split T&A's.

**B**

**Contact**

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

Office Location	Contact
County Offices using PC-TARE	State Office.
State Offices and APFO	Either of the following at KCAO, PD: <ul style="list-style-type: none"> <li>• Carolyn Layden at 816-926-6709</li> <li>• Myrna Highlander at 816-926-6184.</li> </ul>

<p><b>Disposal Date</b></p> <p>February 1, 2003</p>	<p><b>Distribution</b></p> <p>To APFO, All State and County Offices; State Offices relay to County Offices</p>
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## 2 Preparing T&A's Using PC-TARE

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### Required Action

If the “**Annual Leave Category**” field was changed to “**0**” (zero) 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.

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. When the message is displayed, PC-TARE users shall ENTER “**N**”.

**Caution:** If the user does **not** ENTER “**N**” in pay period 26, the PC-TARE T&A system will calculate another 10-hour annual leave accrual for pay period 26.

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

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## 3 Nonpay Status Hours or Emergency Military Leave

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### 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 leave type occurs in **either or both** calendar years 2002 and 2003 (December 29, 2002 through January 11, 2003).

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**Notice PM-2342**

**3 Nonpay Status Hours or Emergency Military Leave (Continued)**

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**B**

**Action**

When a split T&A is required for pay period 26, 2002, users of the PC-TARE T&A system shall prepare an automated split T&A, according to the following table.

<b>Step</b>	<b>Action</b>
1	See the NFC T&A Manual, Chapter 7, for detailed instructions about reporting split T&A's.
2	See the NFC PC-TARE (for Timekeepers) handbook, Chapter 10, page 22, for instructions about using the split T&A option in the PC-TARE system.
3	Complete Split T&A Screen, page 1, to include December 29 through 31, 2002. Enter "03" on line 1 in "END" field. See Chapter 7, page 18.
4	Complete Split T&A Screen, page 2, to include January 1 through January 11, 2003. Enter "04" on line 1 in "ST" field. See Chapter 7, page 18.
5	Include any split T&A's on the usual transmission (XMIT) file for pay period 26, 2002.  <b>Note:</b> 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 <b>two</b> T&A's.

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