

For: State and County Offices

Preparing Pay Period 26 Time and Attendance (T&A) Using PC-TARE

Approved by: Acting Deputy Administrator, Management



1 Overview

A Purpose

This notice provides information about:

- preparing T&A's for pay period 26, 2003
- circumstances requiring split T&A's in pay period 26, 2003
- 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	State Office
State Offices	Either of the following at KCAO-HRD: <ul style="list-style-type: none"> • Carolyn Layden at 816-926-6709 • Myrna Highlander at 816-926-6184.

Disposal Date	Distribution
February 1, 2003	All FSA State Offices; State Offices relay to County Offices

Notice PM-2401

2 Preparing T&A's Using PC-TARE

A 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 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.

3 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 leave type occurs in **either or both** calendar years 2003 and 2004 (December 28, 2003 through January 10, 2004).

B Action

When a split T&A is required for pay period 26, 2003, users of the PC-TARE 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 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 28 through 31, 2003. Enter “04” 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 10, 2004. Enter “05” 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, 2003. 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.