

For: All Administrative Officers and FAS, FSA, and RMA Timekeepers

**System for Time and Attendance Reporting (STAR) WEB 4.25
T&A's and End of FY Changeover**

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Information entered into the STAR WEB system feeds into the NFC database. During the rollover to a new FY NFC automatically updates their system. The update does **not** feed back to STAR WEB T&A's. Timekeepers **must** physically enter individual employee records to reflect the new FY in STAR WEB.

B Purpose

This notice provides information on preparing STAR WEB 4.25 T&A's for pay periods 19, 20, and 21 for the following:

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

Disposal Date	Distribution
January 1, 2007	All Administrative Officers and FAS, FSA, and RMA Timekeepers; State Offices relay to County Offices

Notice PM-2551

1 Overview (Continued)

C Contact

If there are questions about:

- accounting data, contact your Agency’s Budget Office or for:
 - FAS accounting data, refer to the Accounting Coding Manual
 - FSA accounting data, refer to 98-FI
 - RMA accounting data see Exhibit 1
- T&A’s, contact the appropriate office according to the following table.

Location	Contact
<ul style="list-style-type: none">• FSA Headquarters• All RMA (except RMA Kansas City)• All FAS	Linda Watkins at 202-401-0688 or Angela Jackson at 202-401-0682
<ul style="list-style-type: none">• FSA State Offices and APFO• RMA Kansas City	Patty Gepford at 816-926-6259 or Anne Wheeler at 816-926-6184
FSA County Offices	FSA State Office

2 Preparing STAR WEB 4.25 T&A’s for Pay Period 19

A Pay Period 19 Action

Prepare T&A’s as usual for existing employees. An existing employee is an employee whose T&A was in the T&A group **before** pay period 19.

Prepare T&A’s for **new or transferring** employees according to the following table. Contact the Budget Office for accounting data.

Step	Action
1	Click the “ T&A Header ” tab.
2	In the “ Accounting Data Usage Code ” field, select “ 1-Store accounting on first line ”. CLICK “Save” .
3	From September 17 through 30, 2006 , enter the transaction codes and hours followed by the correct FY 2006 T&A accounting data for each transaction line.
4	Proceed to complete, print, and XMIT pay period 19 T&A’s as usual.

Note: Because FY 2007 begins on the 1st day of pay period 20, a split T&A is **not** necessary for **military leave** during pay period 19.

Notice PM-2551

3 Preparing STAR WEB 4.25 T&A's for Pay Period 20

A Pay Period 20 Action

NFC will automatically rollover FY 2006 accounting data within the NFC database for all current employees. Timekeepers must enter FY 2007 accounting data for **all employees**.

Prepare T&A's for all employees according to the following table.

Step	Action
1	CLICK " T&A Header " tab.
2	In the " Accounting Data Usage Code " field, select " 1-Store accounting on first line " for an employee who is new in pay period 20. CLICK "Save". Important: If an employee was new starting in pay period 19 , select " 1-Store accounting on first line " for pay period 20.
3	From October 1 through 14, 2006 CLICK " Bi-Weekly " tab. Enter the 1st transaction code line and hours followed by the correct FY 2007 T&A accounting code. Note: Enter the T&A accounting code on the 1st transaction code line only .
4	Proceed to complete, print, and XMIT pay period 20 T&A's as usual.

4 Preparing STAR WEB 4.25 T&A's for Pay Period 21

A Pay Period 21 Action

The following pay period 21 action is needed to ensure the correct accounting code for existing employees.

Step	Action
1	Ensure that all existing employee T&A's have " 2 " in the " Accounting Code " field on the Bi-Weekly T&A Screen, except for new or transferring employees or employees who did not have a T&A for pay period 20. Note: For new or transferring employees or employees who did not have a T&A for pay period 20, contact the appropriate person according to subparagraph 1 C.
2	If any existing employee's T&A does not have " 2 " in the " Accounting Code " field, CLICK " T&A Header " tab. In the " Accounting Data Usage Code " field, select " 2 - Use stored accounting ". CLICK "Save".
3	Return to normal T&A preparation.

RMA Accounting Data

RMA shall use the following accounting code data.

RMA Financial Management Staff/Budget Office	
Administrative and Operating Account	
FY 2007 Accounting Codes	
<u>Office of the Administrator</u>	<u>FY 2007 Codes</u>
Office of Administrator	7010101000041
Program Support Staff	7010102000041
Civil Rights & Community Outreach Staff	7010104000041
External Affairs Staff	7010106000041
Financial Management Staff	7010108000041
<u>Deputy Administrator –Product Management</u>	
Deputy Administrator – Product Management	7010201000041
Product Analysis & Accounting Division	7010202000041
Product Admin. & Standards Division	7010203000041
Actuarial & Product Design Division	7010204000041
<u>Deputy Administrator - Insurance Services</u>	
Deputy Administrator-IS	7010301000041
Billings, MT - Regional Office	7010310000041
Jackson, MS - Regional Office	7010315000041
Oklahoma City, OK - Regional Office	7010320000041
Raleigh, NC - Regional Office	7010325000041
Davis, CA - Regional Office	7010330000041
St. Paul, MN - Regional Office	7010335000041
Spokane, WA - Regional Office	7010340000041
Springfield, IL - Regional Office	7010345000041
Topeka, KS - Regional Office	7010350000041
Valdosta, GA - Regional Office	7010355000041
<u>Deputy Administrator - Risk Compliance</u>	
Deputy Administrator - Risk Compliance	7010401000041
Southern Regional Compliance Field Office	7010410000041
Midwest Regional Compliance Field Office	7010415000041
Central Regional Compliance Field Office	7010420000041
Eastern Regional Compliance Field Office	7010425000041
Western Regional Compliance Field Office	7010430000041
Northern Regional Compliance Field Office	7010435000041
Note: The last 2 digits of the accounting codes are applicable to the reporting category function in FFIS and the STAR Payroll System. The identified “41” may vary based on the cost reporting methodologies setup for individual cost centers. Refer to RPTG Table in FFIS for the complete list of reporting categories applicable to each accounting code.	
Point of Contact: Mary Slay, Budget Officer, 202-720-0171.	