

For: State and County Offices and APFO

**Preparing Pay Periods 25 and 26
System for Time and Attendance Reporting (STAR) Web Time and Attendance (T&A's)**

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice provides information on preparing STAR Web T&A's for pay periods 25 and 26, 2006.

Note: Because of the holiday on the first Monday of pay period 26, T&A's may be submitted beginning Friday, December 22, 2006. All T&A's must be submitted no later than COB Tuesday, December 26, 2006.

B Contact

If there are questions about this notice, contact either of the following:

- Patty Gepford at 816-926-6259
- Anne Wheeler at 816-926-6184.

2 Pay Period 25

A No Action Required

STAR Web is a fully automated recording system. No actions are required by the user for employees who:

- are leave category 6
- reach an 80-hour increment of LWOP.

Disposal Date	Distribution
February 1, 2007	State Offices and APFO; State Offices relay to County Offices

Notice PM-2566

3 Pay Period 26

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 **either or both calendar years** 2006 and 2007 (January 1 through 6, 2007).

Note: If split T&A's are **not** required, no actions are required.

B Action

When a split T&A is required for pay period 26, 2006, users of the STAR Web 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 STAR Web Training Guide, Part J, page 23 for instructions on using the split T&A option in STAR Web.
3	Complete T&A split 1 to include December 24 through 31, 2006 (beginning day = 1; ending day = 8.)
4	Complete T&A split 2 to include January 1 through 6, 2007 (beginning day = 9; ending day = 14.)
5	Ensure that "Verify" is displayed in status column for each part of split T&A. Each part of split T&A is a record. Note: When T&A is printed, only the 2 nd record is shown on the printout.