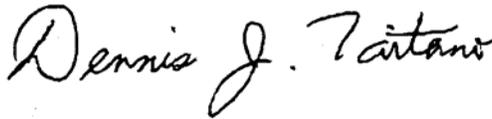


For: All Administrative Officers and FAS, FSA, and RMA Timekeepers

System for Time and Attendance Reporting (STAR) WEB 5.0 End of FY Changeover

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Information entered into the STAR WEB 5.0 system feeds into NFC’s database. During the time and attendance (T&A) rollover to a new FY, NFC automatically updates their system. NFC’s update does **not** feed back to STAR WEB 5.0. Timekeepers **must** physically enter individual employee records to reflect the new FY in STAR WEB 5.0.

Note: Timekeepers that are participating in the Activity Reporting System Pilot can disregard this notice for the T&A contact points that are involved in the pilot. The accounting codes will be automatically be updated by HRD and BUD. The employees will be notified by e-mail when the update is complete.

B Purpose

This notice provides information on preparing STAR WEB 5.0 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, 2008 | All Administrative Officers and FAS, FSA, and RMA Timekeepers; State Offices relay to County Offices |

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1 Overview (Continued)

C Contact

If there are questions about:

- accounting data, contact your Agency's Budget Office or, for:
 - FAS accounting data, see the Accounting Coding Manual
 - FSA accounting data, see 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 5.0 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 " and CLICK " Save ". |
| 3 | From September 16 through 29, 2007 , enter the transaction codes and hours followed by the correct FY 2007 T&A accounting data for each transaction line. |
| 4 | Proceed to complete, print, and XMIT pay period 19 T&A's as usual. |

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2 Preparing STAR WEB 5.0 T&A's for Pay Period 19 (Continued)

B Special Handling

Contact the appropriate Servicing Personnel Office for an employee:

- placed on **extended LWOP** before or during pay period 19 (SF-52)
- on **military leave** during pay period 19 (split T&A).

3 Preparing STAR WEB 5.0 T&A's for Pay Periods 20 and 21

A Pay Period 20 Action

NFC will automatically rollover FY 2007 accounting data within NFC's database for all current employees. Timekeepers must enter FY 2008 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 " Accounting on each line " for an employee who is new in pay period 20 and 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 September 30 through October 13, 2007 , CLICK " Bi-Weekly " tab. Enter the 1st transaction code line and hours followed by the correct FY 2008 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. |

B Pay Period 21 Action

The following pay period 21 actions are 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 " and 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 2008 Accounting Codes | |
| Office of the Administrator | FY 2008 Codes |
| Office of Administrator | 8010101000041 |
| Program Support Staff | 8010102000041 |
| * Information Technology Staff | * 8010103000041 |
| Civil Rights & Community Outreach Staff | 8010104000041 |
| External Affairs Staff | 8010106000041 |
| Financial Management Staff | 8010108000041 |
| Deputy Administrator –Product Management | |
| Deputy Administrator – Product Management | 8010201000041 |
| Product Analysis & Accounting Division | 8010202000041 |
| Product Admin. & Standards Division | 8010203000041 |
| Actuarial & Product Design Division | 8010204000041 |
| Deputy Administrator - Insurance Services | |
| Deputy Administrator-IS | 8010301000041 |
| * Risk Management Education Division | * 8010302000041 |
| * Risk Management Services Division | * 8010303000041 |
| * Reinsurance Services Division | * 8010304000041 |
| Billings, MT - Regional Office | 8010310000041 |
| Jackson, MS - Regional Office | 8010315000041 |
| Oklahoma City, OK - Regional Office | 8010320000041 |
| Raleigh, NC - Regional Office | 8010325000041 |
| Davis, CA - Regional Office | 8010330000041 |
| St. Paul, MN - Regional Office | 8010335000041 |
| Spokane, WA - Regional Office | 8010340000041 |
| Springfield, IL - Regional Office | 8010345000041 |
| Topeka, KS - Regional Office | 8010350000041 |
| Valdosta, GA - Regional Office | 8010355000041 |
| Deputy Administrator - Risk Compliance | |
| Deputy Administrator - Risk Compliance | 8010401000041 |
| Southern Regional Compliance Field Office | 8010410000041 |
| Midwest Regional Compliance Field Office | 8010415000041 |
| Central Regional Compliance Field Office | 8010420000041 |
| Eastern Regional Compliance Field Office | 8010425000041 |
| Western Regional Compliance Field Office | 8010430000041 |
| Northern Regional Compliance Field Office | 8010435000041 |
| * Current Update | |
| 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: Mark Harms, RMA-KC-FMS, 816-926-1840. | |