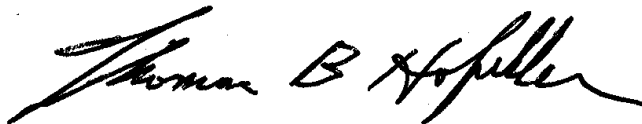


For: Administrative Officers and FAS, FSA, and RMA Timekeepers

**System for Time and Attendance Reporting (STAR) WEB 5.0
Time and Attendances (T&A's) and End of FY Changeover**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Information entered into the STAR WEB 5.0 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 5.0 T&A's.

B Purpose

This notice provides information on preparing only STAR WEB 5.0 T&A's for pay period 20 and 21 for the following:

- all current employees
- **new and transferring** employees
- employees on military leave in pay period 20.

Disposal Date	Distribution
January 1, 2009	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 user's agency Budget Office or for:
 - FAS accounting data, see the Accounting Coding Manual
 - FSA accounting data, see 98-FI
 - RMA accounting data, contact Wanda Vaughn at 202-720-9215 or wanda.vaughn@rma.usda.gov
- 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 Midwest States• Kansas City and St. Louis FSC employees	Dana Chandler at 816-926-6117
<ul style="list-style-type: none">• FSA Southeast States• All Kansas City and St. Louis IT employees	Wanda Littles at 816-823-2042
<ul style="list-style-type: none">• All Other FSA State Offices and APFO• RMA Kansas City• All Other Kansas City and St. Louis employees	Patty Gepford at 816-926-6259
FSA County Offices	FSA State Office

2 Preparing STAR WEB 5.0 T&A's for Pay Period 20

A Special Handling

Contact the appropriate Servicing Personnel Office for an employee:

- placed on **extended LWOP** before or during pay period 20 (SF-52)
- on **military leave** during pay period 20 (split T&A).

B FSA and RMA Pay Period 20 Action

NFC will automatically:

- rollover FY 2008 accounting data within the NFC database for all current employees
- adjust the fiscal data for FY 2009 according to the NFC Bulletin at <http://i2i.nfc.usda.gov/Publications/TNAINST/TNAINST-08-1.html>.

Note: For timekeepers that were part of the FSA ARS pilot, remember to follow e-mail instructions.

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2 Preparing STAR WEB 5.0 T&A's for Pay Period 20 (Continued)

B FSA and RMA Pay Period 20 Action (Continued)

Timekeepers **must** enter FY 2009 accounting data for **all new employees**. Prepare T&A's for all **new** 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 all employees in pay period 20, and CLICK "Save".
3	From September 28 through September 30, 2008 , CLICK "Bi-Weekly" tab. Enter all transaction code lines and hours followed by the correct FY 2008 T&A accounting code.
4	From October 1 through October 11, 2008 , CLICK "Bi-Weekly" tab. Enter all transaction code lines and hours followed by the correct FY 2009 T&A accounting code.
5	Proceed to complete, print, and XMIT pay period 20 T&A's as usual.

C FAS Pay Period 20 Action

Timekeepers for organizations that use stored accounting shall:

- use stored accounting in pay period 20
- follow instructions in subparagraph B for new employees.

Timekeepers in organizations that do **not** use stored accounting **must** enter the new accounting codes into STAR Web 5.0. The new accounting codes will be provided by FAS' Budget Office.

D Pay Period 21 Action

This table provides pay period 21 actions for all timekeepers.

Step	Action
1	CLICK "T&A Header" tab.
2	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.
3	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".
4	Proceed to complete, print, and XMIT pay period 21 T&A's as usual.
5	Return to normal T&A preparation.