



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance

Bulletin: TNAINST 12-1, Fiscal Year-End Reminder

Date: May 18, 2012

To: Subscribers of all Title I Publications (Payroll/Personnel)

The last day of Fiscal Year (FY) 2012 occurs in Pay Period 20; therefore, special instructions may be required for preparing Pay Period 20 Time and Attendance (T&A) Reports. Users are asked to consult the Time and Attendance Instructions procedure (Title I, Chapter 7, Section 1) for detailed instructions on preparing the T&A entries for fiscal year-end periods.

T&A contact point representatives should ensure that timekeepers are aware of these instructions. **Note:** These instructions do not apply to the Federal Deposit Insurance Corporation (FDIC).

Payroll Obligation Estimates

For agencies having payroll obligation estimates computed by the National Finance Center (NFC), 150 percent of Pay Period 18 costs will be used to estimate Pay Period 19 and Pay Period 20 costs that occurred in FY 2012.

Stored Accounting

For agencies that use stored accounting, Pay Period 20 charges will be applied as shown in the table below:

Pay Period 20	Amt Charged to FY 2012	Amt Charged to FY 2013
Week 1 basic payroll costs	100%	0%
Week 2 basic payroll costs		100%
Weeks 1 and 2 premium pay		100%

Other options for accounting data distribution on the T&A are provided in the T&A Instructions procedure.

Note: Because of fiscal year-end conversion, do not use Code 1 in the Accounting Code field to store accounting classification data in the employee's payroll/personnel database record in Pay Period 20. The use of Code 1 in the Accounting Code field may be resumed in Pay Period 21.

Premium Pay Charged to FY 2012 For Pay Period 20

To charge premium pay to FY 2012, prepare a single T&A distributing all time in pay status for each line entry to the appropriate accounting data for FY 2012. However, the entry in the

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Accounting Code field on the T&A should be changed to **blank**. This will ensure accurate distribution of accounting data charged between FY 2012 and FY 2013. You may resume using stored accounting in Pay Period 21 by storing the new accounting via Code 1 in the Accounting Code field.

Payroll Costs

Payroll costs for Pay Period 18 will be obligated, paid, and reported in September 2012.

Split T&A Requirements for Pay Period 20

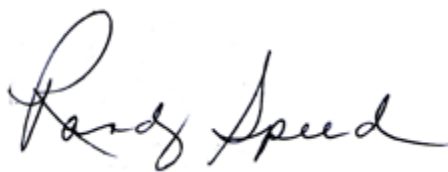
Split T&A's are required when:

- An employee is on leave without pay (LWOP) for military purposes (LWOP - US) through a personnel action with Nature of Action Code 473, Absent-Uniformed Service. A split T&A must be prepared regardless of whether the employee receives any paid time in Pay Period 20. Note: If an employee is on 80 hours of LWOP-US, the 80 hours should be recorded on the T&A with Transaction Code 71, LWOP, and Transaction Descriptor Code 04. Failure to submit a T&A in Pay Period 20 will prevent an employee's military leave balance from being updated and rolled over properly.
- Regular military leave is used during Pay Period 20.
- U.S. Customs Service employees are coded in the database with Y in the Customs Officer's Pay Reform status field.

Instructions for preparing split T&A's are provided in your T&A procedure. **Note:** When preparing a split T&A for Pay Period 20, the entry for the End Day is **08** and the entry for the Begin Day is **09**.

Inquiries

For questions about T&A processing, contact the Payroll/Personnel Call Center (Option 3, then Option 1) at **1-800-981-3026** or *EmpowHR* Help Desk at **1-888-367-6955**.



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