

# NFC

## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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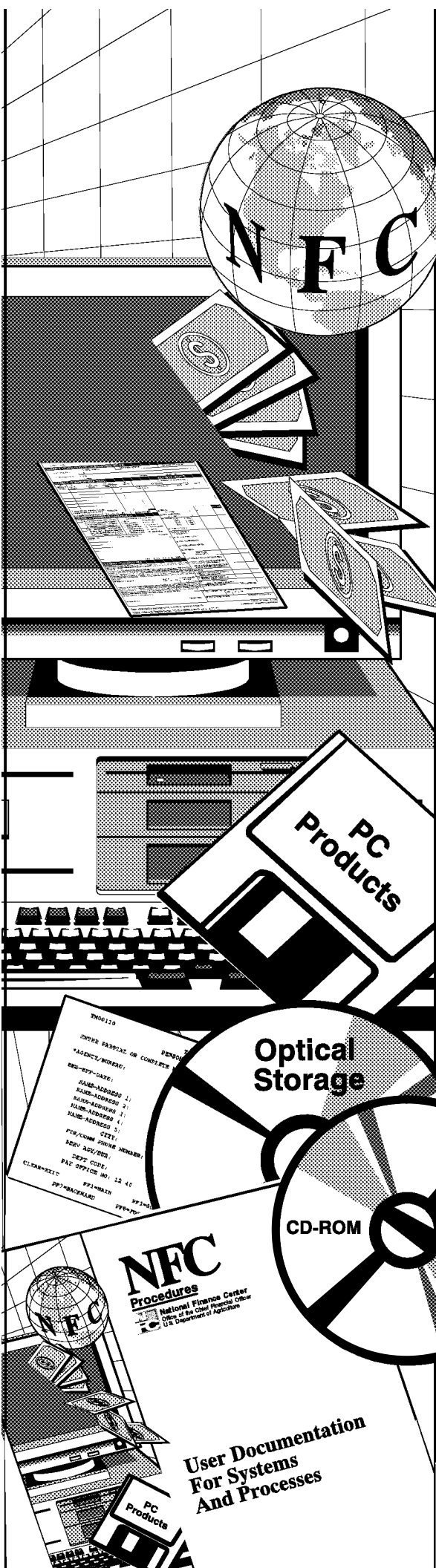
# Web-Based System For Time & Attendance Reporting (STAR 5.0)

# Training Manual

TITLE I  
Payroll/Personnel Manual

CHAPTER 7  
Time and Attendance Procedures

SECTION 5  
Web System For Time And Attendance Reporting (STARWEB)



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# Introduction

## System For Time And Attendance Reporting (STAR 5.0 Web-Based Version)

The System for Time & Attendance Reporting Web-Based Version 5.0 (STAR 5.0) is a Web-based application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running with Internet Explorer 6.0 (or higher) or Netscape Navigator 6.23 (or higher). STAR 5.0 is used to prepare, print, and transmit time and attendance (T&A) reports to the National Finance Center (NFC) for processing. Transaction Codes (TC), along with Transaction Descriptors (TD), and leave type tables are used in STAR 5.0. Because STAR 5.0 is a real-time Web-based application, accounting information is validated through the Management Account Structure Codes System (MASC) as each line of data is entered on the T&A. This helps to eliminate errors, therefore resulting in fewer corrected T&As.

Through the use of STAR 5.0 and local telecommunications capabilities, employees and timekeepers prepare T&As on PCs meeting the minimum hardware and software requirements and release the T&A to be picked up by NFC for processing. This is done on a database at NFC via an Internet connection. The T&As can be marked for transmit either individually or as a group by contact point. T&As marked for transmit are pulled from the STAR 5.0 database prior to the running of the T&A Validation System (TIME) job.

STAR 5.0 allows for both the timekeeper and/or the employee to enter T&A data on a daily basis throughout the pay period. The timekeeper can also verify the T&A. The employee entry option of STAR 5.0 is available on an agency by agency basis. The agency must request this through their NFC Security Officer. This is done by submitting the employee's role based Id, the applicable role(s), and contact point.

STAR 5.0 is used to:

- Maintain an employee detail record for each employee at a specific T&A contact point. This record contains information relating to the employee's pay plan, work schedule, and other pertinent employee data needed for T&A reporting.
- Display current T&A status on the employee detail record.
- Gather data entered by timekeepers for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for employee entry of data (for agencies electing that option). Employee entry is done through the Employee Personal Page (EPP). This is done through the Time Manager option of the EPP.
- Allow for the timekeeper to enter an employee's T&A if the employee is not available. This is for agencies electing to use the employee entry option. The timekeeper can then Return To Employee once the employee is again available.
- Establish a Default Schedule for an employee so that only absences from work or changes in the tour of duty must be entered.

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- Enter scheduled leave in advance.
  - Allow the agency to select either daily entry or biweekly entry.
  - Record cost accounting.
  - Track employee activity by project.
  - Select Transaction Codes (TCs), Transaction Code Descriptors (TDs), Accounting Codes, and Project Codes from drop-down menus.
  - Maintain tables at the agency level.
  - Customize agency tables to contain a list of favorites from which to choose.
  - Enter corrected/split T&As.
  - Perform certain edits to determine if the data is correct.
  - Print T&As to be reviewed and approved by supervisory personnel.
  - Mark T&As for transmission to NFC.
  - Provide T&A related reports.
  - Define STAR 5.0 to the FOCUS Reporting System.
  - Provide a View Only option which allows a T&A to be viewed at any point in the process.

This training manual is intended to serve as an accessory to Title I, Chapter 7, Section 5, Web-based System for Time and Attendance Reporting (STAR 5.0 Web-Based Version).

### **Hardware And Software Requirements**

You will need the following equipment to run STAR 5.0:

- A personal computer (PC) with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 6.0 or higher or a Netscape Navigator browser of 6.2.3.
- Printer capable of printing Web pages.
- An NFC User ID with access to STAR 5.0.

For more information please see Title 1, Chapter 7, Section 5.

### **Regulations/Resources/Contacts**

In order to fully understand STAR 5.0, users should familiarize themselves with the following:

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NFC EXTERNAL PROCEDURES  
TITLE I, PAYROLL/PERSONNEL MANUAL  
CHAPTER 7, TIME AND ATTENDANCE PROCEDURES  
SECTION 5, SYSTEM FOR TIME AND ATTENDANCE REPORTING (STAR 5.0 WEB-BASED VERSION)

If you need a copy of the procedure, go to [www.nfc.usda.gov](http://www.nfc.usda.gov) and click the Pubs & Forms icon.

For training, security issues, or assistance with the system, please contact the Payroll/Personnel Call Center at **504-255-5230**.

### **STAR 5.0 Users**

The local Agency Security Officer requests access for STAR 5.0 users by either sending an e-mail to the Information Systems Security Officer (ISSO) or by sending a fax which contains the Security Officer's signature. Roles are assigned in STAR 5.0 based upon the Security Officer's Request. **Note:** The request should identify the contact point(s) that the user will have access to.

The available roles are as follows:

**Employee.** Maintains and enters his/her T&A data by using the Time Manager option in EPP (for agencies requesting that option). Requests are made at the agency level by contact point. Individual employees do not request this access without agency electing to use this option.

**Timekeeper.** Performs T&A functions and establishes, maintains, and prints employee data.

**Transmitter.** Establishes Job Control Language (JCL) and transmits T&As to NFC.

**Agency Administrator.** An agency employee who is responsible for maintaining the contact points within an agency.

**Agency Table Administrator.** An agency employee who is responsible for maintaining the agency specific Accounting and Transaction Code tables.

**NFC Administrator.** An NFC employee who is responsible for maintaining the Pay Period List and the Leave Type, Transaction Code, and Transaction Code Descriptor tables used by all STAR 5.0 users. This is an NFC Only role.

**Inquiry.** An agency employee who has "read only" access to view T&A data by contact point. This role has no update capability.



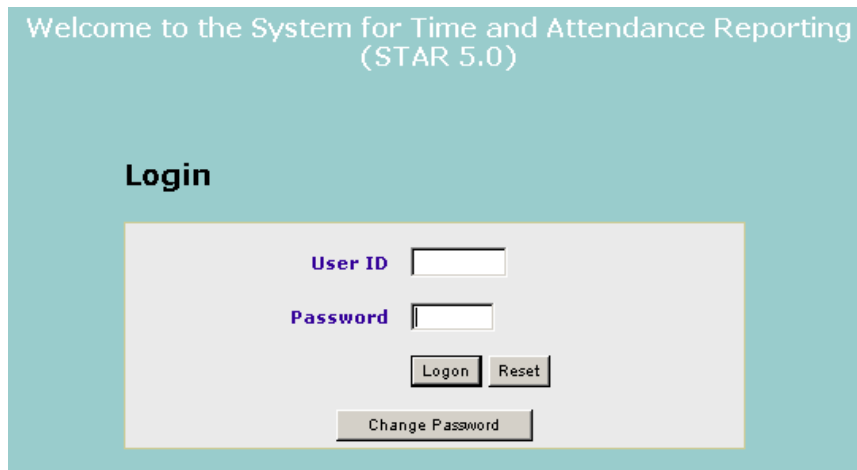
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# Logging On To STAR 5.0

## STAR 5.0 Logon Page

1. Logon to the Internet.
2. Connect to the NFC home page at [www.nfc.usda.gov](http://www.nfc.usda.gov).
3. Double-click the STAR 5.0 icon. The STAR 5.0 Logon page is displayed.




**STAR 5.0 Logon page**

4. On the Logon page, complete the fields as follows:

**User ID** – Type your NFC Mainframe user ID.



**Password** – Type your NFC Mainframe password.



5. Click **[Logon]** to log onto STAR 5.0.

**OR**

Click **[Reset]** to clear the fields.

## Change Password Pop-up

1. On the STAR 5.0 Logon page, select **[Change Password]**. The Change Password pop-up appears.



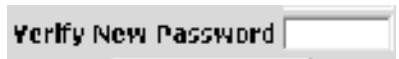
**Change Password pop-up**

2. On the Change Password pop-up, complete the fields as follows:

**New Password** – Type your new NFC Mainframe password. A password change will be required due to either expiration of the old password or any valid security issue.



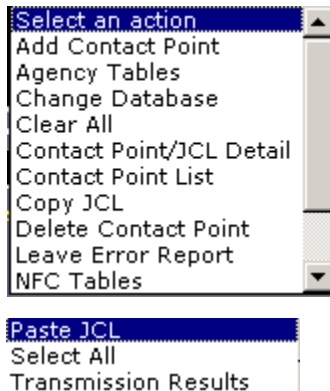
**Verify New Password** – Verify your new NFC Mainframe password by typing the same password that you typed in the New Password field.



3. Click [Logon].

**Drop-down Menus**

STAR 5.0 operates with various drop-down menus depending on the window you are currently working in and/or the function you are performing. The first drop-down menu displayed is the Select An Action drop-down menu. STAR 5.0 drop-down menus are displayed below:



**Select An Action drop-down menu (for the Contact Point List)**

**Select An Action Drop-Down Menu (for the Contact Point List)**

**To use the Select An Action (for the Contact Point List) drop-down menu:**

1. On the Contact Point List window, click the down arrow. The Select An Action drop-down menu (for the Contact Point list) is displayed.

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2. Select from the following actions on the menu:

**Add Contact Point.** The **Add Contact Point** option is used to add contacts for a timekeeper. This function is performed by the Administrator. The Contact Point tab is displayed when you select this option.

**Agency Tables.** The **Agency Tables** option displays a list of agency tables to be maintained by the Agency Table Administrator.

**Change Database.** The **Change Database** option displays the Select A Database drop down menu if a timekeeper has access to more than one database. From this menu, a timekeeper can change the database that he/she is working in.

**Clear All.** The **Clear All** option deselects any contact points that were selected on the Contact Point List. You do not need to have all contact points selected to use this option.

**Contact Point/JCL Detail.** The **Contact Point Detail/JCL Detail** option is used to display the Contact Point JCL (Job Control Language) and the Contact Point tabs. You can modify the JCL or contact point information using this option.

**Contact Point List.** The **Contact Point List** option is a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control Language (JCL) has been established for that contact point.

**Copy JCL.** The **Copy JCL** option is used to copy JCL from one contact point to another contact point(s). This option is used in conjunction with the **Paste JCL** option. This function is used by the Application Administrator only.

**Delete Contact Point.** The **Delete Contact Point** option is used to delete contact point(s) from a timekeeper's contact point list.

**Leave Error Report.** The **Leave Error Report** option is used to access the leave error report for the contact point for which you are currently processing T&As.

**NFC Tables.** The **NFC Tables** option is used by the NFC Administrator to maintain the NFC Tables. This is an NFC only option. **Copy JCL**

**Paste JCL.** The **Paste JCL** option is used to paste a copied JCL from one contact point to another contact point(s). This option is used in conjunction with the **Copy JCL** option. This function is used by the Application Administrator only.

**Select All.** The **Select All** option selects all contact points a timekeeper has access to. This option can be used even if one (or multiple) contact point(s) is already selected.

**Transmission Results.** The **Transmission Results** option is used to check the status of transmitted T&As.

3. After selecting the applicable option, perform the desired function.



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## Select An Action (for the Employee List) Drop-Down Menu

### To use the Select An Action drop-down (for the Employee List) menu:

1. On the Contact Point List window, double-click the applicable contact point. The Select An Action (for the Employee List) drop-down menu is displayed.



Select an action  
Accounting Favorites  
Add Employee  
Add T&A  
Change Contact Point  
Change Database  
Clear All  
Correct T&A  
Default Schedule  
Delete Employee  
Delete T&A

Filter List  
Import  
Merge T&A  
Move Employees  
Pay Period List  
Print Selected T&As  
Print BiWeekly  
Refresh  
Return To Employee  
Rollover  
Select All

Show All T&As  
Show T&A  
Split T&A  
Transmit Selected T&As

#### Select An Action (For The Employee List) drop-down menu

2. Select from the following options:

**Accounting Favorites.** The **Accounting Favorites** option is used to set up a table of accounting codes used on a regular basis.

**Add Employee.** The **Add Employee** option is used to add a new employee into STAR 5.0. This is used only for employees who have not previously been processed in STAR 5.0 or the Payroll/Personnel database.

**Add T&A.** The **Add T&A** option is used to add a new T&A for an employee.

**Change Contact Point.** The **Change Contact Point** option is used to change an employee's contact point on the Employee Detail.

**Change Database.** The **Change Database** option is used to change the database and select a different database in which to display T&As for.

**Clear All.** The **Clear All** option is used to clear all name(s) selected on the Employee List.

**Correct T&A.** The **Correct T&A** option is used to prepare a corrected T&A for employee selected on the Employee List.

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**Default Schedule.** The **Default Schedule** option is used to prepare a default schedule for an employee when using the **Daily T&A** option.

**Delete Employee.** The **Delete Employee** option is used to delete an employee from the Employee List. Once a T&A has been prepared for an employee, that employee cannot be deleted.

**Delete T&A.** The **Delete T&A** option is used to delete a T&A for an employee. You cannot delete a T&A that has already been transmitted.

**Filter List.** The **Filter List** option allows the user to perform various options. For more information on the **Filter List** option, see **To Use The Filter List Drop-Down Menu**.

**Import.** The **Import** option is used to import T&A(s) for one or more employees from the NFC Payroll/Personnel database into STAR 5.0.

**Merge T&A.** The **Merge T&A** option is used to merge a split T&A back into a regular T&A.

**Move Employees.** The **Move Employees** option is used to move an employee(s) from one contact point to a different contact point.

**Pay Period List.** The **Pay Period List** option is used to view a list of available pay periods with the corresponding dates.

**Print Selected T&As.** The **Print Selected T&As** option is used to print T&As for any name(s) selected on the Employee List.

**Refresh.** The **Refresh** option closes the open window and displays the Employee List with updated processed information.

**Return To Employee.** The **Return To Employee** option is used by the timekeeper to return an employee's T&A to the employee for approval. This option is used when using employee entry of T&As.

**Rollover.** The **Rollover** option is used to roll over all of the T&As for a contact point from one pay period to the next.

**Select All.** The **Select All** option is used to select all names on the Employee List.

**Show All T&As.** The **Show All T&As** option displays the current T&A for an employee.

**Show T&A.** The **Show T&A** option displays the current T&A for an employee.

**Split T&A.** The **Split T&A** option is used to prepare a split T&A for an employee.

**Transmit Selected T&As.** The **Transmit Selected T&As** option is used to transmit T&As for any name(s) selected on the Employee List.

## Select A Database Drop-down Menu

The Select A Database drop-down menu is displayed when you select the Change Database option on the Select An Action drop-down menu (for the Employee List).

### To use the Select A Database drop-down menu:

1. On the Select An Action drop-down menu (for the Employee List), select **Change Database**. The Select A Database drop-down menu is displayed.

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AGRICULTURE AGENCIES  
OTHER AGENCIES  
TREASURY AGENCIES  
HOMELAND AGENCIES

2. Select from the applicable database.

## Show All T&As Drop-down Menu

The Show All T&As drop-down menu is displayed when you select Show All T&As for an employee on the Select An Action drop-down menu (for the Employee List). The applicable employee's T&A List is also displayed with the Show All T&As drop-down menu.

### To use the Show All T&As drop-down menu:

1. On the Select An Action drop-down menu (for the Employee List), select **Show All T&As** for a specific employee. The Show All T&As drop-down menu along with the applicable T&A List is displayed.



### Show all T&As drop-down menu

2. Select from the following options:

**Change Contact Point.** The **Change Contact Point** option is used to change an employee's contact point on the Employee Detail.

**Clear All.** The **Clear All** option clears any T&A(s) that were previously selected on the T&A List.

**Employee List.** The **Employee List** option is used to display the employee list.

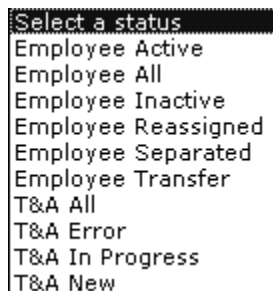
**Print Biweekly.** The **Print Biweekly** option is used to print biweekly T&A(s).

## Filter List Drop-down Menu

The **Filter List** drop-down menu is used to filter the employee list.

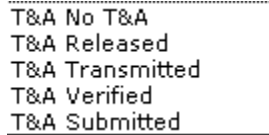
### To use the Filter List drop-down menu:

1. On the Select An Action drop-down menu (for the Employee List), select **Filter List**. The Filter List drop-down menu is displayed.



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#### **Filter List Drop Down Menu**

2. Select from the following options:

**Employee Active.** The **Employee Active** option is used to display all active employees on the employee list.

**Employee All.** The **Employee All** option is used to display all employees on the employee list.

**Employee Inactive.** The **Employee Inactive** option is used to display all inactive employees on the employee list.

**Employee Reassigned.** The **Employee Reassigned** option is used to display all reassigned employees on the employee list.

**Employee Separated.** The **Employee Separated** option is used to display all separated employees on the employee list.

**Employee Transfer.** The **Employee Transfer** option is used to display all transferred employees on the employee list.

**T&A All.** The **T&A All** option is used to display all T&As for an employee.

**T&A Error.** The **T&A Error** option is used to display all T&As on the employee list that are in error status.

**T&A In Progress.** The **T&A In Progress** option is used to display all T&As on the employee list that are in progress.

**T&A New.** The **T&A New** option is used to display all new T&As on the employee list.

**T&A No T&A.** The **T&A No T&A** option is used to display all employees on the employee list that have no T&As.

**T&A Released.** The **T&A Released** option is used to display all T&As on the employee list that have been released to NFC for processing.

**T&A Transmitted.** The **T&A Transmitted** option is used to display all T&As on the employee list that have been picked up by NFC and are in transmitted status.

**T&A Verified.** The **T&A Verified** option is used to display all T&As on the employee list that have been verified.

**T&A Submitted.** The **T&A Submitted** option designates that a transmitted T&A has been received and is waiting to be edited by TIME.

## **Agency Tables**

The **Agency Tables** drop-down menu is used by the Agency Table Administrator to maintain the agency tables.

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### To use the Agency Tables option:

1. On the Contact Point List window, click the down arrow. The Select An Action drop-down menu (for the Contact Point list) is displayed.
2. Select **Agency Tables** from the drop-down menu.
3. Select from the following actions on the menu:

**Transaction Codes.** The **Transaction Codes** option is used to maintain the agency transaction code table.

**Disable All.** The **Disable All** option is to disable all of the transaction codes on the agency transaction code table.

**Disable Selected.** The **Disable Selected** option is to disable only those transaction codes on the agency transaction code table that are marked for disable.

**Enable All.** The **Enable All** option is used to enable all of the transaction codes on the agency transaction code table.

**Enable Selected.** The **Enable Selected** option is used to enable only those transaction codes on the agency transaction code table that are marked for enable.

**Mass Delete Accounting.** The **Mass Delete Accounting** option is used to mass delete a group of accounting codes on the agency accounting table.

**Rollover Accounting.** The **Rollover Accounting** option is used to roll over accounting codes from one fiscal year to the next.

### NFC Tables

The **NFC Tables** drop-down menu is used by the NFC Administrator to maintain NFC tables. This is an NFC only role.

#### To use the NFC Tables option:

1. On the Contact Point List window, click the down arrow. The Select An Action drop-down menu (for the Contact Point list) is displayed.
2. Select **NFC Tables** from the drop-down menu.
3. Select from the following actions on the menu:

**Pay Periods.** The **Pay Periods** option is used to maintain the pay period table at NFC.

**TC Descriptors.** The **TC Descriptors** option is used by the NFC Administrator to maintain a table of transaction code descriptors.

**Transaction Codes.** The **Transaction Codes** option is used by the NFC Administrator to maintain the NFC transaction code table.

### Feedback

You can comment about STAR 5.0 to NFC via a Feedback link on each STAR 5.0 window.

#### To use the Feedback option:

1. On any STAR 5.0 window, click the Feedback link. The Feedback pop-up appears.

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## Feedback

Please take a moment to tell us what you think. Your comments will be used to improve and enhance STAR 4.0. [Privacy](#)

Your Email (optional)

Your Role (optional) -- Select One --

Subject Appearance

Comments

### Feedback pop-up

2. On the Feedback pop-up, complete the fields as indicated.
3. Click [**Submit**].



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# STAR 5.0 Buttons

**STAR 5.0 Command Buttons**

<b>Button</b>	<b>Description</b>
<b>Build</b>	Used to build JCL.
<b>Cancel</b>	Used to cancel a function.
<b>Clear</b>	Used to clear certain fields on the Employee Detail tab.
<b>Clear TA</b>	Used to clear all fields on the Bi-Weekly T&A tab.
<b>Close</b>	Used to close a pop-up.
<b>Delete</b>	Used to delete.
<b>Find</b>	Used to search for the data entered.
<b>Go</b>	Used to perform an action.
<b>Help</b>	Used to display window-level help. Pop-ups do not have window-level help.
<b>Less</b>	Used to take away lines on the T&A.
<b>Logon</b>	Used to logon to STAR 5.0.
<b>More</b>	Used to add lines to the T&A.
<b>OK</b>	Used to close a window and save data.
<b>Print</b>	Used to print the T&A.
<b>Reset</b>	Used to refresh the fields.
<b>Save</b>	Used to save entered data.
<b>Verify</b>	Used to verify the information entered on the T&A.
<b>?</b>	Used to display field-level help.



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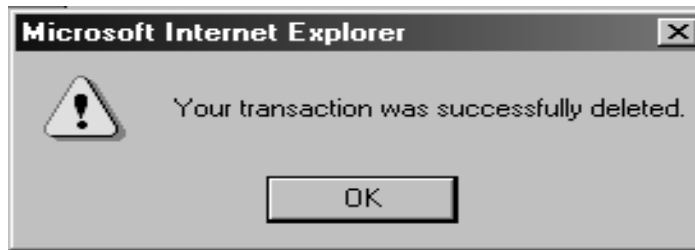
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### STAR 5.0 Command Buttons

Button	Description
...	Used to display lists of data.

### Message Pop-ups

Throughout STAR 5.0, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and to be returned to the active window. Following is an example of a message pop-up.



Example of a Message pop-up

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# Contact Point Maintenance

The Contact Point option is used by NFC to identify the source of T&As being sent in for payment. The Administrator can establish contact points in STAR 5.0. A contact point added in STAR 5.0 must be in accordance with the 10–position contact points listed in TMGT, Table 003, T&A Contact Point Name and Address.

## To establish/update a contact point in STAR 5.0:

1. To establish a new contact point, on the Select An Action drop–down menu, select Add Contact Point. The Contact Point tab is displayed.

OR

- To update a contact point, select the applicable contact point on the Contact Point List.
2. Select Contact Point/JCL. The applicable Contact Point Tab is displayed.

Contact Point

**Detail**

Agency:  State Code:  Town:  Unit:  TK Number:

**Location**

Street1:

Street2:

City:

State:  Zip:

Phone:

Comp Time Rollover  Daily Entry  Employee Entry

Add

### Contact Point tab

3. Complete the fields as follows:  
**Agency** – Type the agency code.

Agency

**State Code** – Type the state code.

State Code

**Town** – Type the town code.

Town

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**Unit** – Type the unit code.

**Unit**

**TK Number** – Type the timekeeper number.

**TK Number**

**Street 1** – Type the first line of the street address.

**Street1**

**Street 2** – Type the second line of the street address.

**Street2**

**City** – Type the city.

**City**

**State** – Type the state abbreviation.

**State**

**Zip** – Type the ZIP+4 code.

**Zip**

**Phone** – Type the phone number in the **XXX-XXX-XXXX** format.

**Phone**

**Comp Time Rollover** – Click this box to roll over your compensatory time. If this box is left blank, the compensatory time balance is zeroed out at the beginning of the leave year. **Note:** Comp Time

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Rollover Box will automatically be checked. If you do not want your compensatory time to roll over click the box and the checkmark will be deleted.



**Daily Entry** – Click this box if your agency is electing to have this contact point use the daily entry option of STAR 5.0. If your agency is electing to use employee entry, this box must be checked.



**Employee Entry** – Click this box if your agency is electing to have this contact point use the employee entry option of STAR 5.0. If your agency is electing to use employee entry, the Daily Entry box must also be checked.



4. Click **[Add]**. The Contact Point that was added will appear on the contact point list on the left side of the window.

## To Search For A Contact Point

1. Complete the fields below the contact point list as follows:

**Ag** – Type the agency code.

A dark gray rectangular box with the text "AG" in white at the top left. Below the text is a white rectangular input field with a thin gray border.

**St** – Type the state code.

A dark gray rectangular box with the text "ST" in white at the top left. Below the text is a white rectangular input field with a thin gray border.

**Tn** – Type the town code.

A dark gray rectangular box with the text "TN" in white at the top left. Below the text is a white rectangular input field with a thin gray border.

**Un** – Type the unit code.

A dark gray rectangular box with the text "UN" in white at the top left. Below the text is a white rectangular input field with a thin gray border.

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**Tk** – Type the timekeeper code.

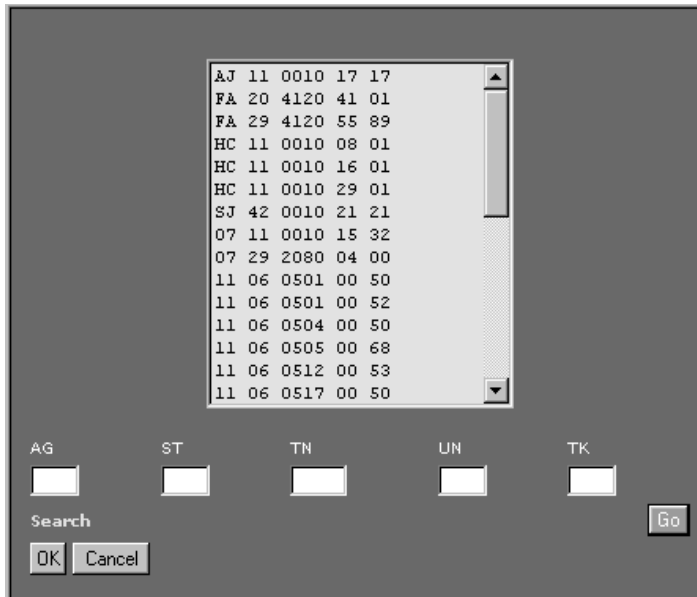


2. Click **[GO]**. The applicable contact point(s) is displayed on the contact point list on the left side of the window.

### To Move An Employee From One Contact Point To Another:

If an employee moves from one contact point to another, the application administrator can move the employee to the new contact point.

1. On the Employee List, select the applicable employee to be moved.
2. On the Select An Action menu (for the Employee List), select Move Employees. The STAR Move Employees pop-up appears.
3. On the drop-down menu, select Move Employees. The STAR Move Employees pop-up appears.



**STAR Move Employees pop-up**

4. On the STAR Move Employees pop-up, select the applicable contact point from the list box. This is the contact point that you want to move the employee to.

**OR**

To locate the applicable contact point, complete the fields as indicated.

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**Ag** – Type the agency code.

A dark gray rectangular button with the text "AG" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**St** – Type the state code.

A dark gray rectangular button with the text "ST" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Tn** – Type the town code.

A dark gray rectangular button with the text "TN" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Un** – Type the unit code.

A dark gray rectangular button with the text "UN" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Tk** – Type the timekeeper code.

A dark gray rectangular button with the text "TK" in white at the top. Below the text is a white rectangular input field with a thin gray border.

5. If you selected a contact point from the list box, click **[GO]**. The employee is moved.

**OR**

If you completed the fields, click **[OK]**. The applicable contact point is displayed in the list box.

6. After clicking **[OK]**, select the displayed contact point and click **[Go]**. The employee is moved.

### **Navigating The Contact Point List**

If a timekeeper has access to more than one contact point, a Contact Point List is displayed when he/she first logs on to STAR 5.0. The Contact Point List contains a list of contact points available to that timekeeper within a database. The Contact Point List also indicates whether or not a Job Control

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Language (JCL) has been established for that contact point. From the Contact Point List, the timekeeper can select the applicable contact point and navigate in STAR 5.0.

**Note:** You can return to the Contact Point List at any time by clicking the Contact Point List Link above the list displayed on the left-hand side of the active window.

Contact Point		JCL	
16	32	1197	01 01 No
34	44	3123	68 02 Yes
90	22	4690	40 01 No
AG	16	2865	10 10 Yes
LP	16	2865	10 10 No

**Contact Point List**

**To Use The Contact Point List:**

1. Log on to STAR 5.0. The Contact Point List is displayed with a list of contact points available to the timekeeper. A corresponding Select An Action drop-down menu is also displayed listing the actions available to the timekeeper.
2. On the drop-down menu, select the applicable action.

**OR**

Double-click the applicable contact point to display the corresponding Employee List for that contact point.

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# Building JCL

The Building JCL option allows the Transmitter to build JCL. The JCL that is built is displayed in the Preview JCL Deck box.

JCL is used when transmitting T&As to NFC for processing. The Contact Point JCL option is used by the Transmitter to establish or change JCL. JCL must reflect your agency's specifications to transmit files before data can be transmitted to NFC. All T&As must be submitted with JCL.

## To Build JCL:

1. On the drop-down menu, select Contact Point JCL. The Contact Point JCL tab is displayed.

Contact Point | Contact Point JCL

JCL Parm

Test/Prod TEST Job Name ID FP TARET9

Remote ID

Job Card Comments

Preview JCL Deck

JCL Identifier 0

No JCL Exists For This Contact Point

Build Save

### Contact Point JCL tab

2. On the Contact Point JCL tab, complete the fields as follows:

**Test/Prod** – The JCL files can be changed to send transmission files as a test (**Test**) or can be changed to send transmission files to production (**Prod**). If **test** is entered, the cursor moves to the Remote Id field. If **Prod** is entered the cursor moves to the Job Name Id field.

**Test/Prod** TEST

**Job Name Id** – Type FP for USDA agencies. For Non-USDA agencies, type the 2 characters assigned to your agency.

**Job Name ID** FP TARET9

**Remote Id** – Type your NFC-assigned printer ID.

**Remote ID**



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**Job Card Comments** – Type agency information, as needed, such as telephone number, initials, contact information, etc. No punctuation (hyphens, dashes, etc.) are allowed in this field. Your transmission will be corrupted, and the transmission will result in error. The file will not arrive at NFC if punctuation is used in this field.

**Job Card Comments**

**JCL Identifier** – This field is system generated based upon information entered in the above fields.

**JCL Identifier**

3. Click **[Build]** to display the resulting JCL. JCL is established and appears in the middle portion of the window.
4. Click **[Save]**.
5. If further updates are needed after the JCL is established, make the applicable changes in the JCL Parm box and click **[Build]** to change the JCL.
6. Once all changes have been made, click **[Save]**.

#### **To Copy JCL To Another Contact Point:**

This option allows the Transmitter to copy JCL from one contact point to one or more contact point(s).

1. On the Contact Point/JCL Detail tab, select the applicable contact point that contains the JCL to be copied.
2. Select Copy JCL. The Copy pop-up appears.
3. Click **[OK]**.
4. Select Paste JCL. The JCL is copied.

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# Tables

## NFC Tables

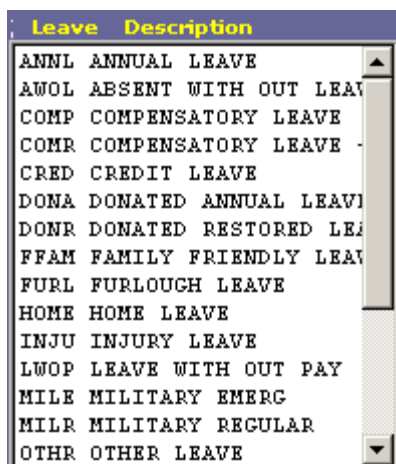
The Leave Type table and Pay Period Calendar are maintained by the NFC Administrator.

### Leave Types Table

The Leave Type table contains a list of leave types contained in the Payroll/Personnel System. In the event that a new leave type TC is added to the Payroll/Personnel System, the NFC Administrator will add the TC for the leave type to the table in STAR 5.0. TCs for the leave type cannot be deleted from the Leave Type table, only added or updated.

#### To display the Leave Type Table:

1. On the Contact Point List, select the applicable contact point.
2. On the Tables drop-down menu, select NFC Tables. The list of available NFC tables is displayed on a drop-down menu and a list of available leave types is displayed on the left. The Leave Description table is displayed.



Leave	Description
ANNL	ANNUAL LEAVE
AWOL	ABSENT WITH OUT LEAV
COMP	COMPENSATORY LEAVE
COMR	COMPENSATORY LEAVE -
CRED	CREDIT LEAVE
DONA	DONATED ANNUAL LEAVI
DONR	DONATED RESTORED LEA
FFAM	FAMILY FRIENDLY LEAV
FURL	FURLOUGH LEAVE
HOME	HOME LEAVE
INJU	INJURY LEAVE
LWOP	LEAVE WITH OUT PAY
MILE	MILITARY EMERG
MILR	MILITARY REGULAR
OTHR	OTHER LEAVE

**Leave Description Table**

3. Select the applicable type of leave from the list. The Leave Type Maintenance table is displayed.

**Leave Type Maintenance**

Leave Type:  Data Type:  Max Balance:

Description:

Accrued Used:  Earned Used:  Init Forward:

Long Name:  Sequence:

**Leave Type Maintenance table**

4. These fields are only completed by the NFC Administrator. The definitions are as follows:

**Leave Type** – The 4-position alpha leave type abbreviation.

**Leave Type**

**Data Type** – The down arrow is used to select the data type.

**Data Type:**

**Max Balance** – The maximum hours balance for this leave type.

**Max Balance:**

**Description** – The description of the leave type.

**Description:**

**Accrued Used** – **T** (True) indicates that this is an accrued leave or **F** (False) indicates that this leave type is not accrued. This field indicates whether or not this leave type is an accrued leave type.

**Accrued Used:**

**Earned Used** – **Y** (yes) indicates the leave type does subtract time from the balance or **N** (no) indicates the leave type adds time to the balance. This field indicates whether or not this leave type adds time used to the balance rather than subtracting from it.

**Earned Used:**

**Init Forward** – The leave balance brought forward for the leave type.

**Init Forward:**

**Long Name** – The long name of the leave type.

**Long Name:**

**Sequence** – This field is used to determine the sequence that the leave types will be printed on the T&A.

**Sequence:**

### Pay Period Calendar

The Pay Period calendar displays two pay periods at a time. You can use the scroll bar to search for previous or subsequent pay periods.

Pay Period 7	Apr 4	Apr 5	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10
	Apr 11	Apr 12 LEFT	Apr 13	Apr 14	Apr 15 LEFT	Apr 16	Apr 17
Pay Period 8	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24
	Apr 25	Apr 26 LEFT	Apr 27	Apr 28	Apr 29 LEFT	Apr 30	May 1
	May 2	May 3	May 4	May 5	May 6	May 7	May 8

**Pay Period Calendar**

### Agency Tables

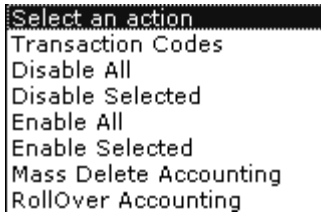
The Agency Table Administrator maintains the Transaction Code (TC), TC descriptor, and accounting code tables. The Agency Table Administrator also rolls over accounting codes, performs mass delete of accounting codes, and maintains project accounting.

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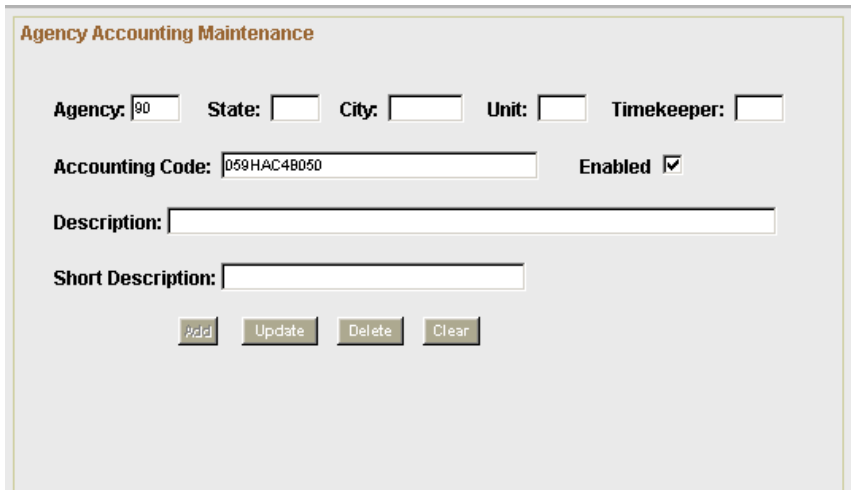
**To use the agency tables:**

1. Select the applicable contact point from the contact point list.
2. On the drop-down menu, select Agency Tables. The Agency Table drop-down menu is displayed.



If the agency has accounting codes entered, the accounting codes are displayed. If an accounting code needs to be added select any code on the list and the Agency Accounting Maintenance table is displayed. This window is populated with the selected accounting code. If an accounting code needs to be added to the Agency Accounting Maintenance table click [Clear]. This allows you to add an additional accounting code to your agency table.

**Note:** If accounting codes are not entered on the Agency Accounting Maintenance table, the window is blank.



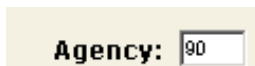
**Agency Accounting Maintenance**

3. Select the applicable table.

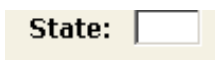
**OR**

Complete the fields as follows:

**Agency** – Type the two-position agency field.



**State** – Type the two-position state code.



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**City** – Type the two-position city code.

**City:**

**Unit** – Type the two-position unit code.

**Unit:**

**Timekeeper** – Type the two-position agency-assigned timekeeper number.

**Timekeeper:**

**Accounting Code** – Type the accounting code. This code must be recognized by MASC.

**Accounting Code:**

**Enabled** – Check this box if this accounting code is to be enabled for use in T&A processing. The default is this box blank.

**Enabled**

**Description** – Type the description of the accounting code.

**Description:**

**Short Description** – Type the short description of the accounting code.

**Short Description:**

### **Agency Transaction Code Maintenance Table**

The TC table contains a list of TCs contained in the Payroll/Personnel System. In the event that a new TC is added to the Payroll/Personnel System, the Agency Administrator will add the TC to the table in STAR 5.0. TCs cannot be deleted from the TC table, only added or updated.

The Agency Transaction Code Maintenance Table is displayed when you select Transaction Codes from the drop-down menu. Select the applicable contact point from the Contact Point List. On the drop-down menu, select Agency Tables. The drop-down menu (for the Agency Tables) is displayed.

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Select Transaction Codes from the drop-down menu. The Agency Transaction Code Maintenance Table is displayed.

Agency Transaction Code Maintenance

Agency:  Prefix:  Tran Cd:  Suffix:

Tran Type:  List Type  Leave Type

Description

Short Description:

Max Pay Period:

Enabled  Top Flag  Accrued

**Agency Transaction Code Maintenance Table**

**To use the Agency Transaction Code Maintenance Table:**

1. Select the applicable contact point from the drop-down menu.
2. Select Agency Tables from the drop-down menu. The list of agency tables is displayed.
3. Select Transaction Codes from the drop-down menu. The Agency Transaction Code Maintenance table is displayed.
4. Complete the fields as follows:

**Agency** – Type the two-position agency code.

**Agency:**

**Prefix** – Type the prefix for the TC, if applicable.

**Prefix:**

**Tran Cd** – Type the TC number.

**Tran Cd:**

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**Suffix** – Type the suffix for the TC, if applicable.

**Suffix:**

**Description** – Type the description of the TC.

**Description:**

**Short Description** – Type the short description of the TC. This description will be displayed on the Agency Transaction Code Maintenance table.

**Short Description:**

**Max Pay Period** – This field is used to record pay period limitation amounts.

**Max Pay Period:**

**Enabled** – Check this box if the agency wants to enable this TC.

**Enabled**

**Note:** Only those TCs marked as Enabled will be displayed on the Transaction Code table.

**Top Flag** – Check this box if this TC requires accounting.

**Top Flag**

**Accrued** – Check this box if this TC is a leave TC that accrues leave.

**Accrued**

5. Click **[Add]** to add the TC, **[Update]** to update an existing TC, **[Delete]** to delete data entered, or **[Clear]** to clear the fields.

### Transaction Code Descriptor Table

The Transaction Code Descriptor table is used to select a Transaction Descriptor from the list. A TD is a code that is used in conjunction with specific TC(s) on an employee's T&A. The entry of TDs is optional.



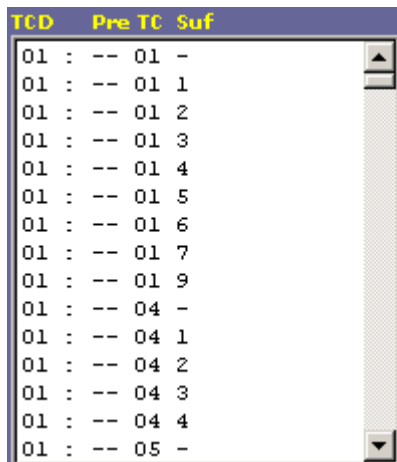
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When Used, they allow agencies to enforce restrictions and limitations for special uses. TDs also provides a method to handle agency, Office of Personnel Management, and Congressional reporting needs. For a list of the describers and definitions, see the Transaction Code Table.

**To use the TD Table:**

1. On the Contact Point List, select the applicable contact point.
2. On the drop-down menu, select NFC Tables. The list of available NFC tables is displayed.
3. On the list of NFC tables, select TC Descriptors. The list of available TC Descriptors is displayed on the left. The Transaction Code Descriptor list is displayed.

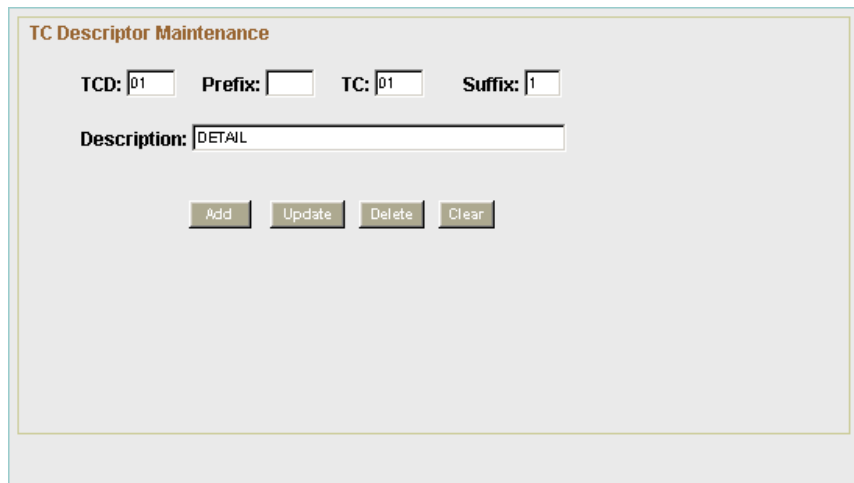


TCD	Pre TC	Suf
01	--	01 -
01	--	01 1
01	--	01 2
01	--	01 3
01	--	01 4
01	--	01 5
01	--	01 6
01	--	01 7
01	--	01 9
01	--	04 -
01	--	04 1
01	--	04 2
01	--	04 3
01	--	04 4
01	--	05 -

**Transaction Descriptor table**

**To add/modify a TD:**

1. On the Transaction Code Descriptor list, select the applicable TC. The TC Descriptor Maintenance window is displayed.



**TC Descriptor Maintenance**

TCD:  Prefix:  TC:  Suffix:

Description:

**TC Descriptor Maintenance window**

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### To add/update a descriptor:

1. On the Contact Point List, select the applicable contact point.
2. On the drop-down menu, select NFC Tables. The list of available NFC tables is displayed.
3. On the list of NFC tables, select TC Descriptors. The list of available TC Descriptors is displayed on the left. The Transaction Code Descriptor list is displayed.
4. Select a descriptor from the list.
5. Click **[Clear]** to clear the fields.
6. Complete the fields as follows:

**TCD** – Type the two-position code to be used as the TD.

TCD:

**Prefix** – Type the prefix, if applicable, for the applicable TC.

Prefix:

**TC** – Type the applicable TC.

TC

**Suffix** – The suffix, if applicable, for the applicable TC.

Suffix:

**Description** – Type the description of the TD.

Description:

### Rollover Accounting

The agency uses the Rollover Accounting option to roll accounting codes over from one fiscal year to the next.

#### To rollover accounting codes:

1. If the timekeeper has access to more than one contact point, select the applicable contact point from the Contact Point List.

2. On the drop-down menu, select Agency Tables.
3. Select the applicable accounting code to be changed.
4. On the drop-down menu, select Rollover Accounting. The Accounting Code Rollover pop-up appears.

**Accounting Code Rollover pop-up**

5. Complete the fields as follows:

**Change From** – Type the applicable positions of the accounting code being changed (the old accounting code).

**Change To** – Type the applicable positions of the accounting code being changed to (the new accounting code).

**AG** – Type the two-position agency code. If only this field is completed, the rollover is performed for all contact points within an agency that this administrator has access to.

**ST** – Type the two-position state code. If this is the last field completed, the rollover is performed for all contact points within a state within an agency that this administrator has access to.

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**TN** – Type the four-position town code. If this is the last field completed, the rollover is performed for all contact points within a town, state, and agency that this administrator has access to.

A small rectangular input field with a grey border and a light grey background. Above the field, the letters "TN" are printed in a bold, black font.

**UN** – Type the two-position unit code. If this is the last field completed, the rollover is performed for all contact points within a unit, town, state, and an agency that this administrator has access to.

A small rectangular input field with a grey border and a light grey background. Above the field, the letters "UN" are printed in a bold, black font.

**TK** – Type the two-position agency-assigned timekeeper number. If this is the last field completed, the rollover is completed for only that timekeeper.

A small rectangular input field with a grey border and a light grey background. Above the field, the letters "TK" are printed in a bold, black font.

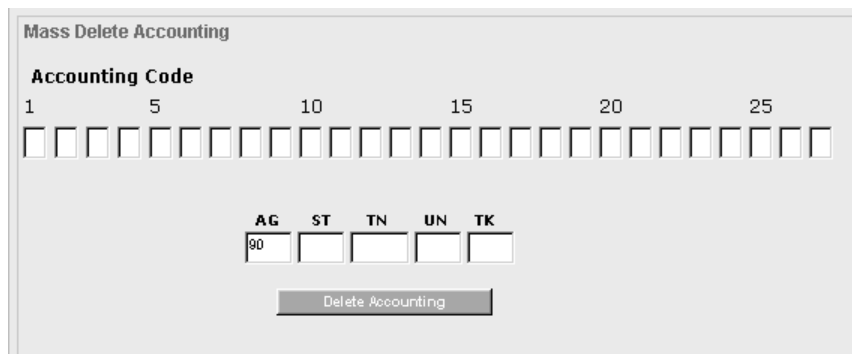
6. Click [Rollover Accounting].

## Delete Mass Accounting

The Agency Table Administrator uses the Mass Accounting option to delete a group of accounting codes.

### To mass delete accounting:

1. If the timekeeper has access to more than one contact point, select the applicable contact point from the Contact Point List.
2. On the drop-down menu, select Agency Tables.
3. Select Mass Delete Accounting. The Mass Delete Accounting pop-up appears.

A screenshot of a software pop-up window titled "Mass Delete Accounting". The window has a light grey background. At the top, the title "Mass Delete Accounting" is displayed. Below the title, the text "Accounting Code" is followed by a row of 25 small, empty rectangular input boxes. Above the first five boxes are the numbers 1, 5, 10, 15, 20, and 25. Below the row of boxes, there are five labels: "AG", "ST", "TN", "UN", and "TK". Under "AG" is a small input box containing the number "90". Under "ST", "TN", "UN", and "TK" are empty input boxes. At the bottom center of the window is a button labeled "Delete Accounting".

**Mass Delete Accounting pop-up**



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# Exercise A

## Setting Up Agency Accounting Tables

### Agency Accounting Table

1. ROLE
2. ACCOUNTING DATA

Agency Table Administrator  
999 333–Site Visit  
999 5555–Detail  
999 4444–Training



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# Exercise B

## Setting Up Agency Transaction Code

### Agency TransactionCode Table

- |                     |                            |
|---------------------|----------------------------|
| 1. ROLE             | Agency Table Administrator |
| 2. TRANSACTION CODE | 01-Regular Time            |
|                     | 21-Overtime                |
|                     | 31-Holiday Worked          |
|                     | 32-Comp Time Worked        |
|                     | 61-Annual Leave            |
|                     | 62-Sick Leave              |
|                     | 64-Comp Time Used          |
|                     | 66-Other Leave             |
|                     | 71-LWOP                    |
|                     | 72-AWOL                    |
|                     | 73-Suspension              |





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# Contact Point List

The Contact Point List option displays a list of contact points available to a specific timekeeper.

## Select Applicable Contact Point

1. Log on to STAR 5.0. Double-click the applicable contact point record on the Contact Point List.  
**Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed.

Contact Point		JCL	
16	32	1197	01 01 No
34	44	3123	68 02 Yes
90	22	4690	40 01 No
AG	16	2865	10 10 Yes
LP	16	2865	10 10 No

Contact Point List

## Search Contact Point List

You can search for a contact point record on the Contact Point List.

AG	ST	TN	UN	TK
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Search				Go

1. Complete the fields as follows:

**Ag** – Type the agency code.

AG
<input type="text"/>

---

---

**St** – Type the state code.

A dark gray rectangular button with the text "ST" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Tn** – Type the town code.

A dark gray rectangular button with the text "TN" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Un** – Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town.

A dark gray rectangular button with the text "UN" in white at the top. Below the text is a white rectangular input field with a thin gray border.

**Tk** – Type the agency assigned number that identifies the timekeeper.

A dark gray rectangular button with the text "TK" in white at the top. Below the text is a white rectangular input field with a thin gray border.

2. Click **[GO]**. A list of contact points meeting the search criteria is displayed.
3. Select the desired contact point and proceed with a drop down menu item selection.

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# Importing A T&A

The importing a T&A option allows the timekeeper to retrieve the latest T&A for either an individual employee or a group of employees from the NFC database.

For the first pay period that a timekeeper prepares T&As in STAR 5.0, he/she must import T&As from the Payroll/Personnel database. Once these records are imported into STAR 5.0, the timekeeper may begin working in STAR 5.0. Unless a timekeeper gains access to another contact point or a new employee whose T&A was not previously recorded in STAR 4.25, but was already in the Payroll/Personnel database, this is a one time function.

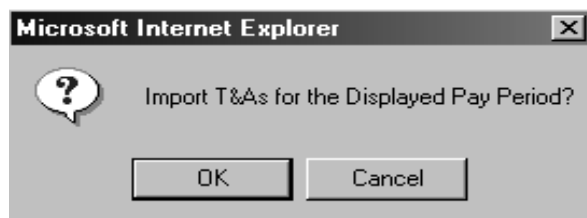
**Note:** If a timekeeper is either adding a new employee or is preparing T&As for employees not previously in the Payroll/Personnel database, the Import option does not work. The **Add Employee** option must be used for any employee(s) not previously in the NFC Payroll/Personnel database.

## To Import T&As

1. Double click the applicable contact point. The Employee list for this contact point is displayed.
2. Select Import from the Select An Action drop-down menu. The Import pop-up appears.
3. On the drop down menu, select **Select All** to import ALL T&As for a contact point.

OR

4. On the drop down menu, **Select Import**. An Import pop-up appears.

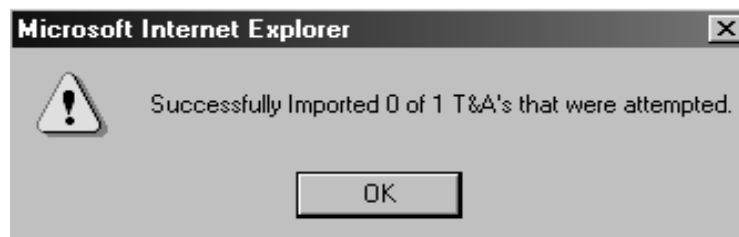


**Import pop-up**

5. Click [OK].

A pop-up appears acknowledging that the T&A(s) have been imported. **Note:** There will **not** be an imported T&A for a new employee.

6. A pop-up appears indicating the number of employees imported.



**Successful Import pop-up**

- 
- 
7. Click **[OK]**. The Employee List is displayed. You should proceed to Rollover to begin a new pay period for the imported T&A(s).

**Note:** When the initial import is completed, only the Annual and Sick leave data will be carried over. Any other leave data the employee may have will need to be re-entered.

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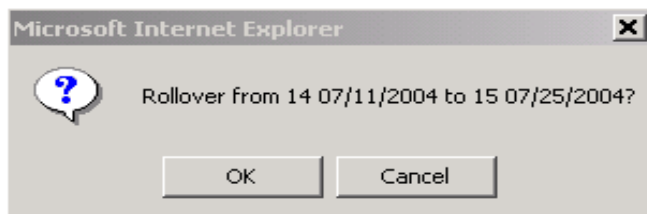
# Rollover

The rollover option allows the timekeeper to create a new pay period for all employee records on the employee list that were successfully transmitted the previous pay period.

A timekeeper has the option of rolling over T&As from one pay period to the next. By doing this, all of the information recorded in STAR 5.0 for a given pay period is brought forward to the next pay period. When the **Rollover** option is selected, all T&As (for that contact point) that were successfully processed the previous pay period are marked for roll over.

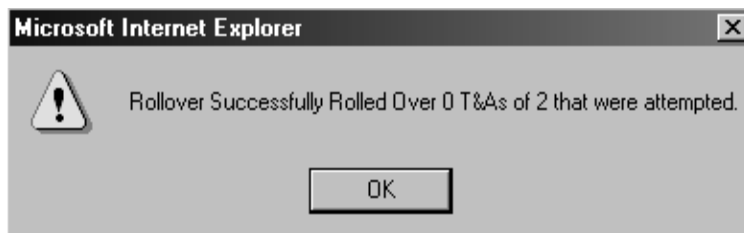
## In STAR 5.0:

1. Double-click the applicable contact point.
2. Select Rollover from the drop-down menu.
3. A Rollover pop-up appears, asking the timekeeper whether or not you want to roll over from one pay period to another. The dates of the applicable pay periods are displayed with the question.



### Rollover pop-up

4. On the Rollover pop-up, click [OK]. A message appears indicating the number of T&As successfully rolled over.



### T&As Successfully Rolled Over pop-up

- 
- 
5. Click **[OK]** to accept the message and return to the Employee List for the new pay period.

Name	C/S/Status
Harley, Dave....	0 0 In
Harley, Mary....	0 0 New

**Employee List**

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# Employee List

The Employee List option displays a list of all employees for the selected contact point.

Name	C/S/Status
Harley, Dave....	0 0 In
Harley, Mary....	0 0 New

**Employee List**





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# T&A Preparation

There are several options available from the Bi-Weekly T&A tab, Daily T&A tab, T&A Header tab, Leave Acct tab and the Employee Detail tab. Following is a list of available options depending on what tab you are working in:

- **Employee Detail** – This option allows you to view or update the Employee Detail record.
- **T&A Header** –This option allows you to view or update information on the T&A Header tab.
- **Leave Acct** – This option allows you to view, add, or update information on the employee’s Leave Acct.
- **Biweekly T&A.** This option allows you to prepare a biweekly T&A.
- **Daily T&A.** This option allows you to prepare a daily T&A.
- **Default Schedule.** This option allows the timekeeper to set up a default schedule when using the Daily T&A option and the Employee Entry option.



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# Add/Update An Employee Record

New Employees may be added in STAR 5.0 when a timekeeper obtains a new employee at an agency or an employee who was not previously in NFC's Payroll/Personnel database. **Note:** If a timekeeper obtains an employee who was previously in NFC's Payroll/Personnel database, an Import may be done for that employee. If the employee is with the same agency. An employee's detail record may also be updated using this option.

## To add/update an employee record:

1. Double-click the contact point.
2. On the Select An Action (for the Employee List) drop down menu, select **Add Employee** to add a new employee.

OR

Double-click the applicable employee on the Employee List to update an employee record. The Employee Detail tab is displayed.

Employee Detail

Employee

SSN:  Agency: 90

Last Name:  First Name:  Middle:

Other Information

Work Schedule: Full Time

Pay Plan: General Schedule

Special Type:

Tour Of Duty: 80.00

Day Limitation:

Leave Information

Annual Leave Category: 4

Sick Leave Category: 4

Annual Leave Ceiling: 240.00

Status

Active Inactive Reassigned Separated Transferred

Add

### Employee Detail tab

3. Complete the fields as follows:

**SSN** – Type the employee's 9-digit SSN. **Note:** No spaces, dashes, etc.

SSN:

**Agency** – The agency code is displayed in this field based upon the timekeeper's contact point.

Agency: 90

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**Last Name** – Type the employee’s last name.

**Last Name:**

**First Name** – Type the employee’s first name.

**First Name:**

**Middle Name** – Type the employee’s middle name.

**Middle:**

**Work Schedule** – Click the down arrow to select the employee’s work schedule. (Defaults to Full Time)

*Full Time* – Full time employees – Tour of duty is 80 hours.

*Part Time* – Part Time Employee – If Part Time Employee is selected, then the tour of duty cannot exceed 79.75 hours.

*Intermittent* – Intermittent employees – If intermittent is selected, then day limitation must be checked.

*Intermittent 6* – An Intermittent employee who substitutes for a Full-Time employee.

*1st 40 Hours* – The first 40 hours of work performed in a week defines the tour of duty for that particular week.

**Work Schedule:**    


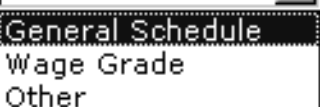

- Full Time
- Part Time**
- Intermittent
- Intermittent 6
- 1st 40 Hours

**Pay Plan** – Click the down arrow to select the employee’s pay plan.

*General Schedule* – General Schedule Pay Plan (e.g., GS, GW, GH, GM, etc.)

*Wage Grade* – Federal Wage System Pay Plan (e.g., WG, WL, WS, etc.)

*Other* – All other types of employee pay plans (e.g., ED, AD, YV, ES, EX, etc.)

**Pay Plan:**    


- General Schedule**
- Wage Grade
- Other

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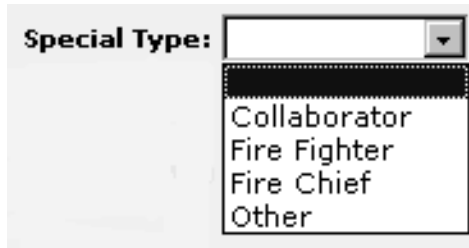
**Special Type** – Click the down arrow to select the employee’s special employment type code.

*Collaborators* – Record Overtime Hours Only

*Fire Chief* – Bi-Weekly Duty Hours Greater than 80

*Fire Fighter* – Bi-Weekly Duty Hours Greater than 80

*Other* –



A screenshot of a web form field labeled "Special Type:". To the right of the label is a dropdown menu. The menu is open, showing a list of four options: "Collaborator", "Fire Fighter", "Fire Chief", and "Other". The "Collaborator" option is currently selected and highlighted.

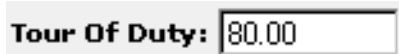
**Tour of Duty** – Type the number of hours in the employee’s tour of duty. Type the number of hours in the first 7 positions, and if fractions are necessary, type a “.” and the fraction in the last 2 positions. (This field defaults to 80.00 hours) If Work Schedule is Part Time, than tour of duty cannot exceed 79.75 hours.

.25 = ¼ hour

.50 = ½ hour

.75 = ¾ hour

1.00 = 1 hour



A screenshot of a web form field labeled "Tour Of Duty:". To the right of the label is a text input box containing the value "80.00".

**Day Limitation** – Click this field if the employee’s tour of duty has a day limitation. This field defaults to blank.



A screenshot of a web form field labeled "Day Limitation". To the left of the label is an unchecked checkbox.

**Annual Leave Category** – Click the down arrow to select the employee’s annual leave category. (This field defaults to 4)

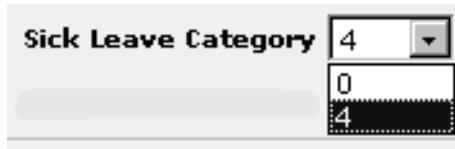


A screenshot of a web form field labeled "Annual Leave Category". To the right of the label is a dropdown menu. The menu is open, showing a list of four options: "0", "4", "6", and "8". The "6" option is currently selected and highlighted.

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**Sick Leave Category** – Click the down arrow to select the employee's sick leave category. (This field defaults to 4)



A screenshot of a web form showing a dropdown menu for 'Sick Leave Category'. The selected value is '4'. Below the dropdown, a small window shows a list of options: '0' and '4'.

**Annual Leave Ceiling** – Type the annual leave ceiling in this field if the annual leave ceiling is an amount other than 240 hours. This field defaults to 240 hours.

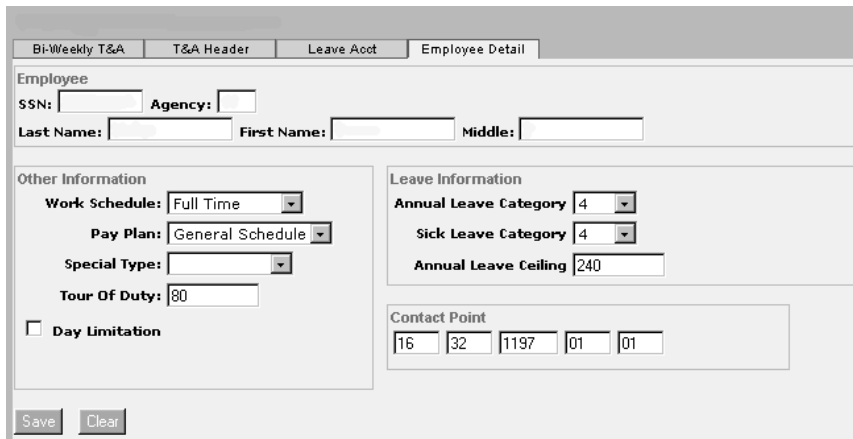


A screenshot of a web form showing an input field for 'Annual Leave Ceiling' with the value '240.00' entered.

4. Click **[Add]** to add the employee. The employee is added to that contact point. The Employee Detail Tab is displayed.

**OR**

Click **[Update]** to update the employee's detail record. The Employee Detail Tab is displayed.



A screenshot of the 'Employee Detail' tab in a software application. The tab is selected among others: 'Bi-Weekly T&A', 'T&A Header', 'Leave Acct', and 'Employee Detail'. The form contains several sections: 'Employee' with fields for SSN, Agency, Last Name, First Name, and Middle; 'Other Information' with dropdowns for Work Schedule (Full Time), Pay Plan (General Schedule), and Special Type, and a text field for Tour Of Duty (80); 'Leave Information' with dropdowns for Annual Leave Category (4) and Sick Leave Category (4), and a text field for Annual Leave Ceiling (240); and 'Contact Point' with a grid of input fields containing values 16, 32, 1197, 01, and 01. There are 'Save' and 'Clear' buttons at the bottom.

### Employee Detail tab

### Preparing A Biweekly T&A

T&As are prepared for employees for each two week pay period. These T&As are prepared, verified, printed, and signed by the timekeeper, employee, and supervisor before transmission to NFC . The Biweekly T&A tab is used to prepare these T&As.

#### To prepare an employee's Biweekly T&A:

1. If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being imported. The Employee List for that contact point is displayed.

- Select the applicable employee for the T&A to be prepared. The Bi-weekly T&A tab is displayed.

**Bi-Weekly T&A tab**

- Complete the fields as follows:

**Status** – This field is system-generated based upon the status of the T&A (i.e., New, In Progress, etc.)

**Status:**

**AWS** – This field is system-generated based upon the employee’s AWS selection on the Employee Header record.

**AWS:**

**Split #** – This field is system-generated if the T&A is a split T&A. The default for this field is 0 (zero).

**Split#:**

**Acctn Code** – This field is system-generated based upon data entered in the Accounting Data Usage Code field on the Employee Header Record.

**Acctng Code:**

**Weekly Totals** – These fields are system-generated based upon the totals entered for Week 1 and Week 2 on the Time & Attendance Worksheet on the employee’s Biweekly T&A.

**Weekly Totals**



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**Bi-Weekly Total** – This field is system generated based upon the hours entered on the employee’s Time & Attendance Worksheet on the employee’s Bi-Weekly T&A.

**BiWeekly Total**

**Other Hours** – This field is system-generated based upon the Other Hours entered on the Time & Attendance Worksheet on the employee’s Bi-Weekly T&A.

**Other Hours**

**Pre** – Type the prefix, if applicable.

**Pre**

**TC** – Type the TC or click the button to select the applicable TC.

**TC**

**Suf** – Type the suffix, if applicable.

**Suf**

**Description** – This field is system-generated based upon the TC entered.

**Description**

**Week 1 Hours** – Type the number of Week 1 hours for this TC in this field.

**Week 1  
Hours**

**Week 2 Hours** – Type the number of Week 2 hours for this TC in this field.

**Week 2  
Hours**

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**Accounting** – Type the accounting code.

**Accounting**

**TC Descriptor/Info** – Type the TC Descriptor, if applicable, or click the button to select the applicable TC Descriptor.

**Descriptor/Info**

**Dollar Amt** – Type the dollar amount if this is a TC that is paid in dollars and cents.

**Dollar Amt**

4. Click [**Save**] to save the data entered.
5. Click [**Verify**] to verify the T&A when all data has been entered, and the T&A is complete.

**OR**

Click [**Print**] to print the T&A.

**OR**

Click [**Clear**] to clear the fields.

## Daily T&A

The Daily Entry option is a check box that is used by the timekeeper for daily timekeeping. This check box is selected on the Contact Point tab from the Contact Point/JCL option on the drop-down menu. The Daily T&A tab is used for this.

**NOTE:** There is a drop-down menu on the Daily T&A tab that allows the timekeeper to:

- Show Weekends
- Hide Weekends
- Hide Week One
- Hide Week Two
- Reset Display

## To prepare an employee's Daily T&A:

1. On the Contact Point tab, click the Daily Entry box. If your agency wishes to allow for employee entry of T&As, this box must be checked with the Employee Entry box.

- If the timekeeper has access to more than one contact point, on the Contact Point List, double-click the applicable contact point for the T&A(s) being imported. The Employee List for that contact point is displayed.
- Select the applicable employee for the T&A to be prepared. The Daily T&A tab is displayed.

The screenshot shows a software interface for an employee named 'Test, Employee 891235467'. At the top, there are tabs for 'Daily T&A', 'T&A Header', 'Leave Acct', and 'Employee Detail'. The 'Daily T&A' tab is active. Below the tabs is a 'Current Info' section with the following fields: 'Status' (set to 'New'), 'AWS' (set to '9'), 'Split#' (set to '0'), and 'Acctng Code'. To the right of these fields are buttons for 'Save', 'Verify', 'Print', and 'Clear'. Below the 'Current Info' section is a 'Time & Attendance Worksheet' section. It contains a summary row with 'Weekly Totals' (0), 'BiWeekly Total' (0), and 'Other Hours'. Below this is a table with columns for 'Pre TC Suffix Description', 'TC Descriptor Description', 'Accounting Code', 'Project', and seven weekly columns (Week One Mon to Week Two Tue). The dates for the weekly columns are 07/10, 07/11, 07/12, 07/13, 07/14, 07/17, and 07/18. The table cells are currently empty.

**Daily T&A tab**

- Complete the fields as follows:

**Status** – This field is system-generated based upon the status of the T&A (i.e., New, In Progress, etc.)

**Status:**

**AWS** – This field is system-generated based upon the employee’s AWS selection on the Employee Header record.

**AWS:**

**Split #** – This field is system-generated if the T&A is a split T&A. The default for this field is 0 (zero).

**Split#:**

**Acctng Code** – This field is system-generated based upon data entered in the Accounting Data Usage Code field on the Employee Header Record.

**Acctng Code:**

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**Weekly Totals** – These fields are system-generated based upon the totals entered for Week 1 and Week 2 on the Time & Attendance Worksheet on the employee’s Biweekly T&A.

**Weekly Totals**

**Biweekly Total** – This field is system generated based upon the hours entered on the employee’s Time & Attendance Worksheet on the employee’s Biweekly T&A.

**BiWeekly Total**

**Other Hours** – This field is system-generated based upon the Other Hours entered on the Time & Attendance Worksheet on the employee’s Biweekly T&A.

**Other Hours**

**Pre TC Suffix Description TC Descriptor Description Accounting Code Project** – This group of fields is used to enter the prefix (if applicable) TC, and suffix (if applicable) with the description being system-generated after the data is entered into the field; TC Descriptor (if applicable) with the description being system-generated after the data is entered into the field; and accounting code/project.

You can click the button to the right of the Pre TC Suffix Description field to select the applicable TC from the list.

You can click the button to the right of the TC Descriptor Description field to select the applicable TC Descriptor from the list.

You can click the button to the right of the Accounting Code field to select the applicable accounting code if an accounting code table has already been established by the Agency Table Administrator. If no table has been established, you must enter the accounting code.

The screenshot shows a form with four rows of input fields. The first row is labeled 'Pre TC Suffix Description' and has a dropdown button. The second row is labeled 'TC Descriptor Description' and has a dropdown button. The third row is labeled 'Accounting Code' and has a dropdown button. The fourth row is labeled 'Project' and has a dropdown button. Each dropdown button is a small icon with a list symbol.

**From Favorites** – Click this field to select the applicable accounting record from the employee’s accounting favorites. If accounting favorites have not been populated, this field cannot be used.

**From Favorites**

**Week One, Week Two** – Type the number of hours for the applicable day for the applicable TC on that line. Each TC requires a separate line. Only complete the days that correspond to the applicable TC.

Week One Mon 07/24	Week One Tue 07/25	Week One Wed 07/26	Week One Thu 07/27	Week One Fri 07/28	Week Two Mon 07/31	Week Two Tue 08/01	Week Two Wed 08/02	Week Two Thu 08/03	Week Two Fri 08/04

5. Click [**Save**] to save the data entered.
6. Click [**Verify**] to verify the T&A when all data has been entered, and the T&A is complete.

**OR**

Click [**Print**] to print the T&A.

**OR**

Click [**Clear**] to clear the fields.

## Default Schedule

The Default Schedule option is used by timekeepers who use the Daily Entry option with the Employee Entry option.

### To use the Default Schedule option:

1. If the timekeeper has access to more than one contact point, select the applicable contact point.
2. From the drop-down menu, select Contact Point/JCL. The Contact Point tab for the applicable contact point is displayed.
3. On the Contact Point tab, check the Daily Entry and Employee Entry boxes. The contact point is now available for employee daily entry.

**Daily Entry**

**Employee Entry**

4. Double-click the applicable contact point. The employee list for that contact point is displayed.
5. Select the applicable employee.
6. While the employee is selected on the employee list, select Default Schedule on the drop-down menu. The Default Schedule pop-up appears.

Test , Employee 891235467		Add Tour of Duty Hours					Add New Default Record				
Accounting Project Type Work/Leave Descriptor		Wk 1 Mon	Wk 1 Tue	Wk 1 Wed	Wk 1 Thu	Wk 1 Fri	Wk 2 Mon	Wk 2 Tue	Wk 2 Wed	Wk 2 Thu	
TOTAL:		.00	.00	.00	.00	.00	.00	.00	.00	.00	

**Default Schedule pop-up**

- On the Default Schedule pop-up, click **[Add Tour Of Duty Hours]**. The Add Tour Of Duty Hours pop-up appears.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Tour of Duty Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Time (HH:MM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Time (HH:MM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Tour Of Duty Hours pop-up**

- Complete the fields (for each day) as follows:

**Tour Of Duty Hours** – Type the tour of duty hours for the applicable day.

**Tour of Duty Hours**

**Start Time** – Type the start time in hours and minutes for the applicable day.

**Start Time (HH:MM)**

**End Time** – Type the end time in hours and minutes for the applicable day.

**End Time (HH:MM)**

- Click **[Save]** to save the default schedule.

**OR**

Click **[Clear]** to clear the fields.

**OR**

Click **[Cancel]** to cancel the action.



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# Exercise C

## New Employee

### Employee Detail tab

1. SSN	11111XXXX
2. LAST NAME	Newbee
3. FIRST NAME	Jane
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)





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# Exercise D

## New Employee

### Employee Detail tab

1. SSN	22222XXXX
2. LAST NAME	Doe
3. FIRST NAME	Jane
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)



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# Update And Delete Employees

## Update An Employee Record

Employee records are updated on the employee's employee detail tab.

1. Double-click the desired employee.
2. Make the applicable changes.
3. Click **[Save]**. The applicable changes are saved.

## Delete An Employee Record

From the Employee List:

1. Select the applicable employee.
2. On the drop-down menu, select Delete Employee. The Delete pop-up appears.



### Delete pop-up

3. Click **[OK]**. The employee is deleted.

**Note:** An employee can only be deleted if there are no T&As for that employee. Once a T&A is prepared for an employee, the employee can no longer be deleted from the Employee List. A deletion restriction pop-up will appear if you attempt to delete an employee once the T&A process has begun.



# Maintain A Header Record

This option allows you to maintain information on an employee. The employee's header record contains information regarding the employee's work schedule, advance leave status, standby/administratively uncontrollable overtime (AUO)/ availability status, whether the T&A is for a new employee or a final T&A for an employee, and remarks by the timekeeper.

1. Double-click the applicable T&A contact point from the Contact Point List. The Employee List is displayed.
2. On the Employee List, double-click the applicable employee. The Bi-Weekly T&A tab or Daily T&A tab is displayed.

**OR**

Select the applicable employee from the employee list.

3. On the drop down menu, select Add T&A. The Bi-Weekly T&A tab or Daily T&A tab is displayed.

The screenshot shows a software interface for maintaining employee header records. At the top, there are four tabs: 'Bi-Weekly T&A', 'T&A Header', 'Leave Acct', and 'Employee Detail'. The 'Bi-Weekly T&A' tab is active. Below the tabs is a 'Current Info' section with the following fields: 'Status' (set to 'Released'), 'AWS' (empty), 'Split#' (set to '0'), and 'Acctng Code' (empty). To the right of these fields are buttons for 'Save', 'Verify', 'Print', and 'Clear TA'. Below this is the 'Time & Attendance Worksheet' section. It features a summary row with 'Weekly Totals' (40, 40), 'Biweekly Total' (80), and 'Other Hours' (0). Below this is a table with columns: 'Pre', 'TC', 'Suf', 'Description', 'Week 1 Hours', 'Week 2 Hours', 'Accounting', 'TC Descriptor/Info', and 'Dollar Amt'. The first row of the table is filled with '01', 'REGULAR TIME', '40', '40', and '1'. The remaining rows are empty. At the bottom of the worksheet section are buttons for 'Save', 'Verify', 'Print', and 'Clear TA'.

## Bi-Weekly T&A tab

4. Click [T&A Header] tab. The T&A Header tab is displayed.

Daily T&A	T&A Header	Leave Acct	Employee Detail
<b>Pay Period</b> Number <input type="text" value="10"/> Begin Date <input type="text" value="5/14/2006"/>		<b>Status</b> <input type="text" value="Verified"/> <input type="button" value="Save"/>	
<b>Corrected</b> <input type="checkbox"/> Corrected Record <input type="text" value="0"/>		<b>Split</b> <input type="checkbox"/> Split Part <input type="text" value="0"/>	
<b>Begin</b> Day <input type="text" value="0"/> Date <input type="text"/>		<b>End</b> Day <input type="text" value="0"/> Date <input type="text"/>	
<b>Detail</b> <input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Accrue Leave Final T&A <input type="text" value="Not Final T/A"/>			
AWS <input type="text" value="Normal Schedule"/>		Days Worked <input type="text" value="00"/>	
Advance Leave <input type="text" value="No advanced leave"/>		Wage Shift FEGLI <input type="text" value="Second Shift"/>	
<b>Standby/AUO/Avail Pay</b> <input type="checkbox"/> Flag First Week <input type="text" value="0"/> Second Week <input type="text" value="0"/> %Premium <input type="text" value="00"/>			
Accounting Data Usage Code <input type="text" value="1 - Store accounting on first line"/>		Stored Accounting <input type="text" value="0112564E"/>	
<b>Remarks</b> <input type="text"/>			
NFC Use <input type="text"/>			
<input type="button" value="Save"/>			

**T&A Header tab**

The T&A Header tab contains all of the employee’s T&A Header information for the pay period.

5. Complete the fields as follows:

**Number** – This field is system generated based upon the current pay period.

**Number**

**Begin Date** – This field is system generated based upon the begin date of the pay period in the Number field.

**Begin Date**

**Status** – This field is system-generated based upon the status of the employee’s T&A.

**Status**

**Corrected** – This field is system-generated if the T&A is a corrected T&A.

**Corrected**  
 Corrected

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**Record** – This field is system-generated when the T&A is a corrected T&A. The record number of the corrected T&A is displayed in this field.

**Record**

**Split** – This field is system-generated when the T&A is a split T&A. A check mark appears in this field.

**Split**

**Part** – This field is system-generated when the T&A is a split T&A. The part number of the T&A is displayed in this field.

**Part**

**Begin Day** – Click the down arrow to select the begin date for a new employee's first day of the T&A.

**Begin**  
**Day**  ▼

**Begin Date** – This field is system-generated based upon the begin day selected in the Begin Day field. The date is displayed in this field.

**Begin Date**

**End Day** – Click the down arrow to select the ending day of the pay period for the employee. This field is only used when completing a final T&A for an employee, or designate ending day for a split T&A.

**Day**  ▼

**Date** – System generated based on the End Day selected. The date is displayed in this field.

**Date**

**New Employee** – Click this field **only** if the employee is a new employee.

**New Employee**



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**Accrue Leave** – Click this box if the employee is eligible to accrue leave. **Note:** This field is only used for a new employee or a final T&A.

**Accrue Leave**

**Final T&A** – Click the down arrow to select whether or not this is the final T&A for an employee.

**Final T&A** Not Final T/A ▾

**AWS** – Click the down arrow to select an alternate work schedule (AWS) option. This field defaults to Normal Schedule.

**AWS** Normal Schedule ▾  
(3) 4 10hr days  
(5) 8 9hr/ 1 8 hr  
(7) Variable Day in 40  
(8) Variable Week in 80  
(9) Reset to Normal  
Normal Schedule

**Days Worked** – Click the down arrow to select the number of days worked by employee. Valid values are 00–14. This should only be used for employees who are under day limitation appointments.

**Days Worked** 00 ▾  
00 ▲  
01  
02  
03  
04  
05  
06  
07  
08  
09  
10 ▾

**Advance Leave** – Click the down arrow to select the type of advanced leave that an employee has been granted.

**Advance Leave** No advanced leave ▾  
No advanced leave  
Annual Leave  
Sick Leave  
Annual/Sick Leave

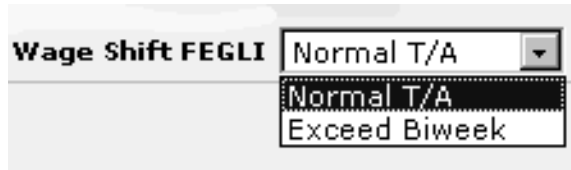
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**Wage Shift FEGLI** – Click the down arrow if the employee is eligible for Federal Employees Group Life Insurance (FEGLI) wage shift. If the employee is coded as General Schedule employee, the valid values are:



Wage Shift FEGLI Normal T/A  
Normal T/A  
Exceed Biweek

If the employee is coded as Wage Grade employee the valid values are:



Wage Shift FEGLI First Shift  
First Shift  
Second Shift  
Third Shift  
Varied Shift

**Standby/AUO/Avail Pay** – This group of fields is used when the employee is eligible for standby/AUO hours.



Standby/AUO/Avail Pay  
 Flag  
First Week 0 Second Week 0 % Premium 00

**Flag** – Click this field if the employee is eligible for standby/AUO hours. These are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty. The default is blank.



Flag

**First Week** – Type the number of standby/AUO hours (2 positions) authorized for the first week of the pay period. Only fill in this block if the Flag is checked.



First Week 0

**Second Week** – Type the number of standby/AUO hours (2 positions) authorized for the second week of the pay period. Only complete this block if the Flag and First Week fields are completed.

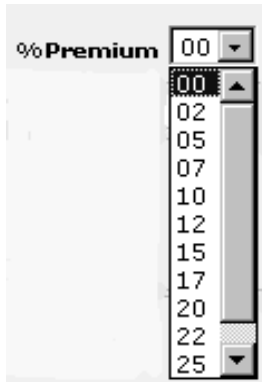


Second Week 0

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**Percent (%) Premium** – Click the down arrow to display the percentage of pay differential entitlements that will be used to compute the employee’s pay for Standby/AUO worked. Valid values are 02, 05, 07, 10, 12, 15, 17, 20, 22, 25, or 99. Only fill in this block if the Flag, First Week, and Second Week are completed.



A screenshot of a software interface showing a dropdown menu for the field '% Premium'. The current value is '00'. The dropdown list is open, showing the following options: 00, 02, 05, 07, 10, 12, 15, 17, 20, 22, and 25. The '00' option is currently selected and highlighted.

**Accounting Data Usage Code** – Click the down arrow to indicate whether or not to use stored accounting. The default is Accounting on each line.

**Note:** Accounting cannot be stored on a corrected T&A.

*Store Accounting on First Line* – Select this option if you want to store the accounting on the first line of the T&A. Accounting may not be entered on any other line if this option is selected. The accounting code stored will be retrieved in future pay periods when the T&A is processed with an Accounting Date Usage Code of 2–Use Stored Accounting.

*Use Stored Accounting*– Select this option if you would like to use the accounting stored on the NFC database. No accounting will be reflected on the bi-weekly T&A. This option cannot be used for a new employee.

*Accounting on Each Line* – Select this option if you want to distribute accounting for each transaction code on the Bi-Weekly T&A. This option may be used even if accounting has been previously stored.



A screenshot of a software interface showing a dropdown menu for the field 'Accounting Data Usage Code'. The current value is 'Accounting on each line'. The dropdown list is open, showing the following options: 1 - Store accounting on first line, 2 - Use stored accounting, and Accounting on each line. The 'Accounting on each line' option is currently selected and highlighted.

**Stored Accounting** – Type any accounting to be stored in this field.



A screenshot of a software interface showing a text input field for 'Stored Accounting'. The field is currently empty.

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**Remarks** – Use this field to enter any remarks by the Timekeeper. These remarks appear on the T&A, however, only the first 23 positions are transmitted to NFC.

Remarks

**NFC Use** – Click the down arrow to display the type of employee. (This field is used by NFC personnel only.)

NFC Use

		▼
	FT - Full time tour change	
	IN - INT tour change	
	PT - Part time tour change	

6. Click **[Save]** to update the header record.



# Establish And Maintain Leave Accounts

The Leave Acct tab option displays leave data for an employee.

The leave information recorded on the T&A is a method of maintaining an employee's leave record. When an employee is imported into STAR 5.0, the employee's annual and sick leave balances are brought forward. All other leave types must be added. The leave account consists of leave brought forward from the prior pay period, leave earned during the current pay period, leave used for the processing pay period, and the leave balance to date.

**Note:** When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab. A Bi-Weekly T&A must be created before a leave account can be updated.

The Leave Error Report is used to verify current leave balances in STAR 5.0 against current leave balances in the Payroll/Personnel database at NFC. The Leave Error Report is available in STAR 5.0, and is only available for the most recent pay period.

## To run the Leave Error Report:

1. On the drop-down menu, select the applicable contact point.
2. Select Leave Error Report. The Leave Error report is displayed.

Leave Error Report  
Sensitive Personnel Data -- Use is Restricted

Contact Point: 90 22 1690 04 40      Employing Office: 5317      Date Prepared: 11/6/2004

Name	SSNO	SCD Date	A/L Cat	PP	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Gr	Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	End Balance
		06/18/89	8	21	ANN	1	10.50	144.00	106.00		27.50		8.00	2.75	
		09/06/73	8	21	ANN	1	240.00	168.00	75.00		333.00		8.00	14.00	
			8	21	COMP	1		42.25	38.00		4.25		1.25	5.00	5.75 *
		06/24/85	8	21	COMP	1	2.00	15.50			17.50				23.50 *
		03/27/88	8	21	COMP	1		50.50	34.75		15.75		.50	1.00	21.75 *

\* COMP Ending Balance = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).

Total Employees: 4      Total Errors: 5

Changes annotated above are certified to be true and correct as of pay period \_\_\_\_\_.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_.

## Leave Error Report

## Leave Types

**Advanced Leave.** Advanced **annual** leave up to the number of hours to be accrued in the remainder of the leave year.

Advanced **sick** leave up to a maximum of 240 hours.

Advanced leave should not be entered in STAR 5.0 until **after** you receive documentation to support the transaction. An employee's Header record must be coded appropriately before a T&A with a negative leave balance may be verified.

The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the employee's

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T&A Header tab must be properly coded. After the T&A Header tab is updated to allow the advanced leave, the T&A may be verified with a negative ending balance.

**Annual Leave Ceiling.** If the employee's balance displayed on the Leave Acct tab is greater than the value displayed in the Annual Leave Ceiling field, the Forward field is reset to the Annual Leave Ceiling value.

**Annual Leave Category Change.** When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail tab. You can make corrections to an employee's leave account at any time during the pay period.

You should receive a report to support the category change before updating an employee's annual leave category.

**Compensatory Time For Travel.** Employees who travel during nonwork time may earn compensatory time for time spent traveling. This time is to be taken as time off by the employee and not paid to the employee. Any unused compensatory time for travel will be forfeited by the employee after 26 pay periods.

**Family Friendly Leave-Sick Type.** The employee's family friendly leave balance is reset to 0 hours in STAR 5.0 at the beginning of the leave year. Family friendly leave is added to the balance for Family Friendly Leave--Sick Type on the Leave Acct tab as the employee uses it. The same amount is subtracted from the employee's Sick Leave balance. The Balance displayed increases instead of decreases as the employee uses family friendly leave because there is a maximum amount of family friendly leave that can be used. The employee is allowed to use family friendly leave until the value in the Forward field reaches 480 hours (12 weeks).

Family Care--General permits the use of 104 hours of sick leave for general health care purposes. Family Care--Extended permits the use of 480 hours of sick leave. However, the eligibility criteria for Family Care--Extended is much stricter. The usage of the two types combined may not exceed the 480 hour limit. For additional information, please review your agency policy or the OPM Web site at [www.opm.gov](http://www.opm.gov).

**Leave Category 6.** Full-time employees in Leave Category 6 earn an additional 4 hours of annual leave during the last full pay period of the calendar year, for a total of 10 hours of annual leave. When an employee is in nonpay status or reaches a multiple of 80 hours of nonpay status during the last full pay period of the calendar year, the employee does not earn annual leave during the last full pay period of the calendar year; therefore, the employee does not earn the additional 4 hours. STAR 5.0 computes this automatically for employees in Leave Category 6 so that no action on the part of the user is necessary. This does not apply to a part-time employee because his/her leave accrual is based upon the number of hours worked.

**Leave Discrepancies.** Leave discrepancies should be resolved by preparing a leave audit and determining when the leave discrepancy occurred. If the leave error is within STAR 5.0, and the Payroll/Personnel database is correct, the discrepancy should be resolved in the current pay period. If the Payroll/Personnel database is incorrect, it must be resolved by submission of the T&A audit to the individual within your organization responsible for TINQ adjustments.

**Military Leave.** STAR 5.0 records military leave in hours. A full-time employee eligible for military leave receives 120 hours of military leave each fiscal year. Military leave may be carried over from one fiscal year to the next. The maximum amount of military leave that an employee may have is 240 hours (120 hours carried over from the previous fiscal year and 120 hours from the current fiscal year). Timekeepers should keep track of any military leave carried over in the Remarks field.

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IRIS Program IR138, Regular Military Leave, displays the balance and usage in ascending order.

**Nonpay Status.** If an employee is on Leave Without Pay (LWOP) for an entire pay period, but a personnel action has not been processed on him/her, the timekeeper must prepare a T&A and transmit it to document the employee's status for the pay period. If a personnel action has been processed on the employee, there is no need for the timekeeper to prepare a T&A. If a personnel action was processed, and the employee returns to duty, the timekeeper would select **Add T&A** from the Select An Action (For The Employee List) drop-down menu. The Add A T&A For The Selected Employee pop-up appears. Click **[OK]**. A new T&A is then created to return the employee to duty.

When a full-time employee is in nonpay status or reaches a multiple of 80 hours of nonpay status (any combination of LWOP, absent without official leave (AWOL), suspension, furlough, etc.) during a pay period, the employee does not earn annual leave or sick leave for that pay period. STAR 5.0 computes this automatically so that no action on the part of the user is necessary. If the multiple of 80 hours is reached during the last full pay period of the calendar year and the employee is in Leave Category 6, the employee does not earn the additional 4 hours of annual leave earned by Leave Category 6 employees during the last full pay period of the calendar year. This reduction in accruals does not apply to a part-time employee because his/her leave accrual is based upon time in pay status each pay period.

**Other Leave.** Other leave is used to record the following types of leave:

- **Jury Duty.** An employee is eligible to receive court leave when serving on a jury. The employee must present documentation of jury duty. Any money received for jury duty must be returned to the agency.
- Examination.
- Funeral.
- **Witness.** When an employee is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party.

**Note:** When an employee is summoned as a witness in a judicial proceeding in an official capacity on behalf of the Federal government, the employee is on official duty, not court leave. Also, serving as a witness in a personal capacity (traffic, divorce, custody, etc.) is not covered.

- **Voting.** Employees may be granted time off from work (without charge to leave) to vote in Federal, State, local, or municipal elections or for any civic matter in the employee's community.

This is rarely granted due to the fact that polling places are typically open for extended periods of time. Leave for voting is usually only granted when the polls are not open at least three hours before or three hours after an employee's regular work hours. When this leave is granted, an employee may be allowed to arrive at work three hours after the polls open or leave three hours before the polls close, whichever requires the least amount of time away from work.

Also, if an employee's voting place is beyond the normal commuting distance and absentee voting is not permitted, the employee may be granted an excused absence from work (not to exceed one day) to make the trip to the voting place to cast a ballot. If the employee needs more than one day, the employee must then request annual leave or LWOP for the additional time away from work.



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- Federal Holiday
  - Transfer of Official Station
  - **Court (Other than Jury Duty or Witness).** If an employee serves as a witness for the Federal, State, or local government, that employee is entitled to receive court leave. Any money received for appearing as a witness must be returned to the agency.
  - State or Local Holiday
  - Administrative Leave
  - **Hazardous Weather Dismissal.** This is leave paid to employees who are dismissed and/or excused from work due to hazardous weather conditions (i.e., hurricanes, snow, etc.) without charge to the employee's leave.
  - **Bone Marrow/Organ Donor.** An employee may use up to 7 days of paid leave for bone marrow donation, and up to 30 days of paid leave for organ donation when the employee is donating the organ (not receiving the organ).

**Note:** Use of Other Leave for bone marrow/organ donation does not affect an employee's annual and/or sick balance.

When recording Other Leave, use TC66, Other Leave. The type of leave is not displayed when this TC is used (unless a TC Descriptor is used in conjunction with TC66). The timekeeper can make a note of the type of Other Leave in the Remarks field if desired.

**Religious Compensatory Time.** STAR 5.0 tracks religious compensatory time in an account separate from compensatory time. If an employee does not pay back his/her religious compensatory time in the time frame established by the agency, an update must be made changing the un-repayed time from religious compensatory time to an alternate type of leave (i.e., annual leave, regular compensatory time, credit leave, or LWOP). Because annual leave and/or regular compensatory time are used to pay back owed religious compensatory time, the annual leave and/or regular compensatory time balance must also be adjusted in the Forward field.

**Restored Annual Leave.** When restoring annual leave, the amount of hours being restored is entered under the RSTR Restored Leave category in the Forward field. Do not enter this amount until Pay Period 2. You must wait until Pay Period 1 processing is complete to avoid any leave errors. An action must be entered in EPIC, or FESI before entering the restored leave. Also, if leave is restored for more than one leave year, you must track the balances in the Remarks field on the T&A Header tab in order to keep separate balances for each leave year. Do not use TC63, Restored Annual Leave, until the employee uses the restored leave.

**Time Off Awards.** Time off awards should be entered on the employee's Leave Account in the pay period in which they are processed in the Payroll/Personnel System. Do not use Prefix 61, TC66, Time Off Award, until the employee uses the award.

If a time off award is not used by the agency-specified timeframe, it is the responsibility of the timekeeper to reset the balance accordingly.

### **Add, Update, Or Delete An Employee Leave Type Record**

On the Employee List:

1. Select the applicable employee record.
2. Select the Leave Acct tab. The Leave Acct tab for that employee is displayed.

Daily T&A		T&A Header		Leave Acct		Employee Detail	
<b>Leave Account Worksheet</b> <a href="#">More</a>							
Type	Description	Forward	Accrued	Used	Balance		
1	ANNL ANNUAL LEAVE	0	6	0	6		
2	AWOL ABSENT WITH OUT LEAV	38	0	0	38		
3	LWOP LEAVE WITH OUT PAY	48	0	0	48		
4	SICK SICK LEAVE	0	4	0	4		
5		0	0	0	0		
6		0	0	0	0		
7		0	0	0	0		
8		0	0	0	0		
9		0	0	0	0		
10		0	0	0	0		
Save							

### Leave Acct tab

The Employee's SSN, Name, and Leave Accrual are generated from the Employee Detail tab.

**Note:** On the Leave Account window when the initial import is being done, only the Annual and Sick leave date will be carried over. Any other leave the employee may have will have to be re-entered.

### Add A Leave Type To An Employee's Leave Account

1. On the Leave Acct tab, click the table button for the list of leave types. **Note:** The table button is located between the Description and Forward fields.

	LEAVE TYPE	DESCRIPTION
Select	ANNL	ANNUAL LEAVE
Select	AWOL	ABSENT WITH OUT LEAVE
Select	COMP	COMPENSATORY LEAVE
Select	COMR	COMPENSATORY LEAVE - RELIGIOUS
Select	CRED	CREDIT LEAVE
Select	DONA	DONATED ANNUAL LEAVE
Select	DONR	DONATED RESTORED LEAVE
Select	FFAM	FAMILY FRIENDLY LEAVE --- SICK TYPE
Select	FURL	FURLOUGH LEAVE
Select	HOME	HOME LEAVE
Select	INJU	INJURY LEAVE
Select	LWOP	LEAVE WITH OUT PAY
Select	MILE	MILITARY EMERG
Select	MILR	MILITARY REGULAR
Select	OTHR	OTHER LEAVE
Select	PTUA	PART TIME UNAPPLIED ANNUAL LEAVE
Select	PTUS	PART TIME UNAPPLIED SICK LEAVE
Select	RSTR	RESTORED LEAVE
Select	SHOR	SHORE LEAVE
Select	SICK	SICK LEAVE
Select	SUSP	SUSPENSE LEAVE
Select	TOFF	TIME OFF AWARD

### Leave Types

2. Select the applicable leave type. The new leave type will appear in the Description of the Leave Acct.

Daily T&A    T&A Header    Leave Acct    Employee Detail

Leave Account Worksheet [More](#)

	Type	Description	Forward	Accrued	Used	Balance
1	ANNL	ANNUAL LEAVE	0	6	0	6
2	AWDL	ABSENT WITH OUT LEAV	38	0	0	38
3	LWOP	LEAVE WITH OUT PAY	48	0	0	48
4	SICK	SICK LEAVE	0	4	0	4
5			0	0	0	0
6			0	0	0	0
7			0	0	0	0
8			0	0	0	0
9			0	0	0	0
10			0	0	0	0

Save

3. Click the Forward box.
4. Type the number of whole hours in the first four positions. If fractions must be recorded, type a "."(period) and the fraction in the last 2 positions. (.25, .50, .75).
5. Click [Save].

### Update A Leave Type

1. On the Leave Acct tab, select the leave type.
2. Click the Forward box and make the appropriate changes to the Forward value.
3. Click [Save].

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# Exercise E

## New Employee's 80 Hour Biweekly T&A

### Employee List

- |               |               |
|---------------|---------------|
| 1. SSN        | 11111XXXX     |
| 2. LAST NAME  | Newbee        |
| 3. FIRST NAME | Jane          |
| 4. MIDDLE     | (Leave Blank) |

### T&A Header

- |                               |                         |
|-------------------------------|-------------------------|
| 1. NEW EMPLOYEE               | Yes                     |
| 2. ACCRUE LEAVE               | Yes                     |
| 3. BEGIN DAY                  | Day 1                   |
| 4. AWS                        | Normal                  |
| 5. ACCOUNTING DATA USAGE CODE | Accounting on each line |

### Bi-weekly T&A

- |                      |           |            |
|----------------------|-----------|------------|
| 1. TRANSACTION CODES |           |            |
| Week 1               | Week 2    | Accounting |
| 01-40 hrs            | 01-40 hrs | 9019999876 |



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# Exercise F

## New Employee's 80 Hour Biweekly T&A

### Employee List

- |               |               |
|---------------|---------------|
| 1. SSN        | 22222XXXX     |
| 2. LAST NAME  | Doe           |
| 3. FIRST NAME | Jane          |
| 4. MIDDLE     | (Leave Blank) |

### T&A Header

- |                               |                         |
|-------------------------------|-------------------------|
| 1. NEW EMPLOYEE               | Yes                     |
| 2. ACCRUE LEAVE               | No                      |
| 3. BEGIN DAY                  | Day 9                   |
| 4. AWS                        | Normal                  |
| 5. ACCOUNTING DATA USAGE CODE | Accounting on each line |

### Bi-weekly T&A

- |                      |           |                          |
|----------------------|-----------|--------------------------|
| 1. TRANSACTION CODES |           |                          |
| Week 1               | Week 2    |                          |
| 00 hrs               | 01-40 hrs | Accounting<br>9019999876 |



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# Exercise G

## New Employee's 80 Hour Biweekly T&A

### Employee Detail

1. SSN	55555XXXX
2. LAST NAME	Lamb
3. FIRST NAME	Mary
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 8

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 92.75 Sick Leave – 247.75
--------------------------	---

### T&A Header

1. NEW EMPLOYEE	Yes
2. ACCRUE LEAVE	Yes
3. BEGIN DAY	Day 1
4. AWS	Normal
5. ACCOUNTING DATA USAGE CODE	Stored Accounting on first line

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	
01-40 hrs	01-40 hrs	Accounting 99991234





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# Exercise H

## New Employee and Resignation (Final T&A)

### Employee Detail

1. SSN	66666XXXX
2. LAST NAME	Island
3. FIRST NAME	Avery
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 4

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 0 Sick Leave – 0
--------------------------	------------------------------------

### T&A Header

1. NEW EMPLOYEE	Yes
2. ACCRUE LEAVE	No
3. FINAL T&A	Final T&A
4. BEGIN DAY	Day 4
5. END DAY	Day 5
6. AWS	Normal
7. ACCOUNTING DATA USAGE CODE	Accounting on each line

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–16 hrs	00 hrs	99966666



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# Exercise I

## Biweekly T&A

### Employee Detail

1. SSN	77777XXXX
2. LAST NAME	Gras
3. FIRST NAME	Mardi
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 6

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 234 Sick Leave – 581.25
--------------------------	---

### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Accounting on each line

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01-40 hrs	01-40 hrs	901999999



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# Exercise J

## Biweekly T&A

### Employee Detail

1. SSN	88888XXXX
2. LAST NAME	Tuesday
3. FIRST NAME	Fat
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Intermittent
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	(Leave Blank)
9. DAY LIMITATION	Yes
10. LEAVE CATEGORY	Annual - 0

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave - 0 Sick Leave - 0
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### T&A Header

1. AWS	Variable day in 40
2. ACCOUNTING DATA USAGE CODE	Accounting on each line

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01-4 hrs	01-24 hrs	9991111



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# Exercise K

## Biweekly T&A

### Employee Detail

1. SSN	99999XXXX
2. LAST NAME	Off
3. FIRST NAME	Day
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	ES
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 4

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 12 Sick Leave – 8
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### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–32 hrs	01–24 hrs	(Leave Blank)
61–08 hrs	61–8 hrs	(Leave Blank)
	66–8 hrs	(Leave Blank)





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# Exercise L

## Biweekly T&A

### Employee Detail

1. SSN	10101XXXX
2. LAST NAME	Night
3. FIRST NAME	Twelfth
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	ES
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 4

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 240 Sick Leave – 20
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### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–32 hrs	01–24 hrs	(Leave Blank)
	66–8 hrs	(Leave Blank)
61–08 hrs	61–8 hrs	(Leave Blank)



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# Exercise M

## Daily T&A

### Employee Detail

1. SSN	11111XXXX
2. LAST NAME	Doe
3. FIRST NAME	Jane
4. MIDDLE	B
5. PAY PERIOD	18
6. CONTACT POINT	AG-22-1690-13
7. PAY PLAN	ES
8. TYPE EMPLOYMENT	Full Time
9. TOUR OF DUTY	Mon-Fri 6:30 am-3:00 pm
10. WORK SCHEDULE	(A) Employee Works as Scheduled
11. ACCOUNTING DATA	Store Accounting 999 7777
12. LEAVE CATEGORY	Annual - 8
13. LEAVE BROUGHT FORWARD	Annual - 92.75 Sick - 247.75



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# Exercise N

## Daily T&A

### Daily T&A Tab

1. LAST NAME	Carre
2. FIRST NAME	Bon
3. MIDDLE	E
4. SSN	11111XXXX
5. PAY PERIOD	18
6. CONTACT POINT	AG-22-1690-30-13
7. PAY PLAN	GS
8. TYPE EMPLOYMENT	Full Time
9. ACCOUNTING DATA	Store Accounting 999 7777
10. LEAVE CATEGORY	8
11. LEAVE BROUGHT FORWARD	Annual Leave 92.75 Sick Leave 247.75



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# Exercise O

## Daily T&A with Accounting Tables

### Daily T&A Tab and Agency Tables

1. LAST NAME	River
2. FIRST NAME	Mississippi
3. MIDDLE	I
4. SSN	11112XXXX
5. PAY PERIOD	18
6. CONTACT POINT	AG-22-1690-30-13
7. PAY PLAN	GS
8. TYPE EMPLOYMENT	Full Time
9. TOUR OF DUTY	Monday-Friday 6:30am-3:00pm
10. WORK SCHEDULE	8 Hours a Day
11. ACCOUNTING DATA	From Agency Accounting Tables
12. LEAVE CATEGORY	6
13. LEAVE BROUGHT FORWARD	Annual Leave 100.75 Sick Leave 300.75





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# Exercise P

## Daily T&A with Default Schedule

### Daily T&A Tab and Default Schedule

1. LAST NAME	Orleans
2. FIRST NAME	New
3. MIDDLE	
4. SSN	11113XXXX
5. PAY PERIOD	18
6. CONTACT POINT	AG-22-1690-30-13
7. PAY PLAN	GS
8. TYPE EMPLOYMENT	Full Time
9. DEFAULT SCHEDULE	Monday-Friday 8 hours a day 01-Regular Time
10. WORK SCHEDULE	8 Hours of Annual Leave used on the 4th day of 1st week
11. ACCOUNTING DATA	From Agency Accounting Tables for 01-Regular Time 61-Annual Leave
12. LEAVE CATEGORY	6
13. LEAVE BROUGHT FORWARD	Annual Leave 200 Sick Leave 35



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# Exercise Q

## Coding an 80 Hour Daily T&A with Accounting Favorites

### Employee Detail

1. SSN	11112XXXX
2. LAST NAME	Bridge
3. FIRST NAME	Twin
4. MIDDLE	Span
5. PAY PERIOD	18
6. CONTACT POINT	AG-22-1690-13
7. PAY PLAN	GS
8. TYPE EMPLOYMENT	Full Time
9. TOUR OF DUTY	Monday-Friday 6:30 am-3:00 pm
10. WORK SCHEDULE	(A) Employee Works as Scheduled
11. ACCOUNTING DATA	Store Accounting 999 8888
12. LEAVE CATEGORY	Annual - 6
13. LEAVE BROUGHT FORWARD	Annual - 100.75 Sick - 300.00



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# Exercise R

## Resignation (Final T&A)

### Employee Detail

1. SSN	33333XXXX
2. LAST NAME	Fest
3. FIRST NAME	Jazz
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 6

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 240 Sick Leave – 585.25
--------------------------	---

### T&A Header

1. AWS FINAL T&A	Final T&A
2. END DAY	Day 14
3. AWS	Normal
4. ACCOUNTING DATA USAGE CODE	Accounting on each line

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–40 hrs	01–40 hrs	9019999999
	21–1.50 hrs	9019998765



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# Exercise S

## Employee in Advanced Sick Leave and Coding an 80 Hour T&A

### Employee Detail

1. SSN	12121XXXX
2. LAST NAME	Festival
3. FIRST NAME	Essence
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 8

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 0 Sick Leave – 12
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### T&A Header

1. AWS	Normal
2. ADVANCE LEAVE	Sick Leave
3. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–20 hrs	01–24 hrs	(Leave Blank)
	66–8 hrs	(Leave Blank)
62–20 hrs	62–8 hrs	(Leave Blank)





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# Exercise T

## Employee with Military Leave and Coding an 80 Hour T&A

### Employee Detail

1. SSN	13131XXXX
2. LAST NAME	Day
3. FIRST NAME	Veterans
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 8

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 181 Sick Leave – 0 Military Leave Used – 2
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### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–40 hrs	01–24 hrs	(Leave Blank)
	65–16 hrs	(Leave Blank)



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# Exercise U

## Wage Grade, Part Time Employee and Coding T&A with A Time Off Award

### Employee Detail

1. SSN	14141XXXX
2. LAST NAME	Fest
3. FIRST NAME	French
4. MIDDLE	Q
5. WORK SCHEDULE	Part Time
6. PAY PLAN	WG
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	56.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 6

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 101 Sick Leave – 24 Time Off Award – 6 P/T Unapplied – Annual Leave – 8 P/T Unapplied – Sick Leave – 1
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### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01/1–30 hrs	01/1–24 hrs	(Leave Blank)
	66/1–6 hrs	(Leave Blank)



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# Changing A T&A

The Correct T&A option is used to update or change a T&A. You can make changes to the T&A header record, the employee's leave account, or the employee's T&A. Corrected T&As may be submitted up to 26 pay periods after the original T&A was transmitted.

To Change a T&A:

1. Double-click the applicable contact point. If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. Double-click the applicable employee from the Employee List.
3. Select the Bi-Weekly T&A tab or the Daily T&A tab (as applicable).
4. Make the applicable changes.
5. Click [**Save**] to save the changes.
6. Click [**Verify**] to verify the information.



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# Exercise V

## Changing an 80 Hour T&A

### Employee Detail

- |               |               |
|---------------|---------------|
| 1. SSN        | 11111XXXX     |
| 2. LAST NAME  | Newbee        |
| 3. FIRST NAME | Jane          |
| 4. MIDDLE     | (Leave Blank) |

### Bi-weekly T&A

- |                      |           |            |
|----------------------|-----------|------------|
| 1. TRANSACTION CODES |           |            |
| Week 1               | Week 2    |            |
| 01-20 hrs            | 01-40 hrs | Accounting |
| 61-20 hrs            |           | 903999999  |





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# Exercise W

## Changing an 80 Hour T&A

### Employee Detail

- |               |               |
|---------------|---------------|
| 1. SSN        | 22222XXXX     |
| 2. LAST NAME  | Doe           |
| 3. FIRST NAME | Jane          |
| 4. MIDDLE     | (Leave Blank) |

### T&A Header

- |                               |                   |
|-------------------------------|-------------------|
| 1. ACCOUNTING DATA USAGE CODE | Stored Accounting |
|-------------------------------|-------------------|

### Bi-weekly T&A

- |                      |           |               |
|----------------------|-----------|---------------|
| 1. TRANSACTION CODES |           |               |
| Week 1               | Week 2    | Accounting    |
|                      | 01-24 hrs | (Leave Blank) |
|                      | 61-8 hrs  | (Leave Blank) |
|                      | 66-8 hrs  | (Leave Blank) |



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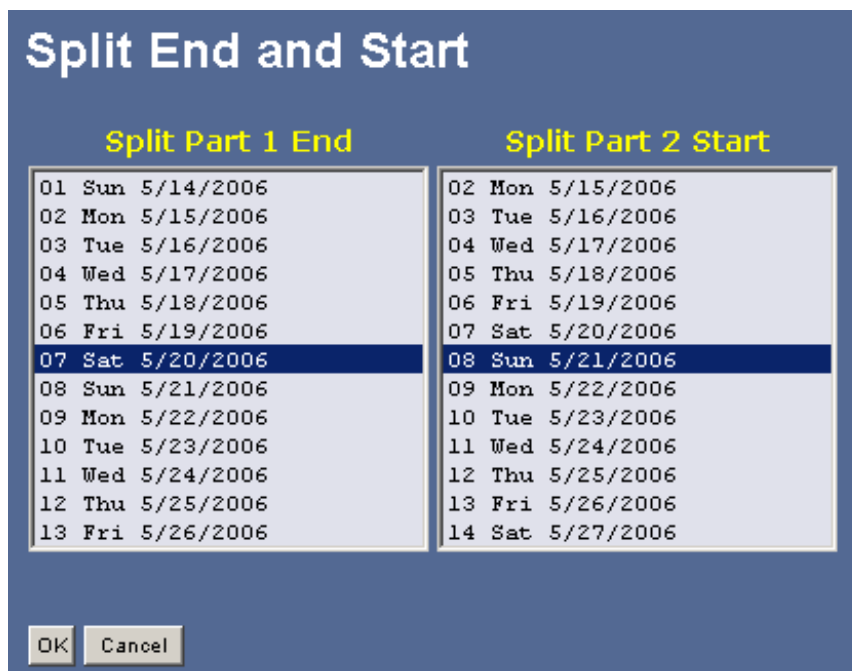
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# Preparing A Split T&A

The Split T&A option is used to prepare a split T&A. A split T&A is prepared when a change occurs during the pay period, and different variables are applied to part of the pay period (i.e., LWOP balances). A split T&A requires the completion of two T&As. When preparing a split T&A, select the applicable day before the change was effective in the Split Part 1 End Day box and the effective day of the change in the Split Part 2 Begin Day box.

## Prepare A Split T&A

1. Double-click the applicable contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. From the Select An Action (For The Employee List) menu, select Split T&A. The Split End and Start pop-up appears.



### Split End And Start pop-up

3. Select the applicable start and end dates for the split T&A.
4. Click **[OK]** to confirm your selection and continue with the Split T&A process.

**Note:** Leave data should be recorded only on the second T&A. Also, if you use TC 65, Regular Military Leave, when preparing a split T&A, you must record the number of hours of military leave used on the Leave Acct.

If you click **[OK]** the T&A will appear on the T&A List on two lines, one for each part of the T&A (Split Part1 and Split Part 2).

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- 
5. Select each part individually from the T&A List. On the employee list double click Part 1.
  6. Complete the necessary T&A information on Part 1.
  7. Click [**Save**] to save the information entered on Split #1.
  8. On the employee list double click Part 2.
  9. Complete the necessary T&A information on Part 2.
  10. Click [**Save**] to save the information on Split #2.
  11. Click [**Verify**] on Split #2 to verify both Split #1 and Split #2. Both parts of the T&A will be verified.

**Note:** If you attempt to [**Verify**] after completing Split #1, an error message will appear. Both parts must be completed before the T&A may be verified. You do not have to go back and click [**Verify**] on Split #1. Clicking [**Verify**] on Split #2 verifies both parts.

### Merging A Split T&A Back Into One T&A

The Merge T&A option is used to merge a split T&A back into one T&A (i.e., a timekeeper inadvertently prepared a split T&A when it was not necessary).

1. Double-click the applicable contact point. If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. Select the applicable employee from the Employee List.
3. Select either record of a split T&A on the T&A List to be merged.
4. Click [**Merge T&A**]. The Merge T&A pop-up appears.



#### Merge T&A pop-up

5. Click [**OK**] to merge the T&A. The T&A is now merged back into one T&A. Only the data from Split #2 is retained.

**Note:** The merge process does not combine Part 1 and Part 2 TCs. Only the data from Part 2 of the split is retained. You must update the T&A to reflect the correct information after choosing the merge option.

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# Exercise X

## Split T&A with 80 Hours

### Employee Detail

- |               |               |
|---------------|---------------|
| 1. SSN        | 77777XXXX     |
| 2. LAST NAME  | Gras          |
| 3. FIRST NAME | Mardi         |
| 4. MIDDLE     | (Leave Blank) |

### Split T&A Information

Part one begin day (default 0)  
Part one end day 07  
Part two begin day 08  
Part two end day (default 0)

### Part 1 of Split Bi-weekly T&A

- |                      |            |
|----------------------|------------|
| 1. TRANSACTION CODES |            |
| Week 1               | Accounting |
| 01-40 hrs            | 9019999999 |

### Part 2 of Split Bi-weekly T&A

- |                      |            |
|----------------------|------------|
| 1. TRANSACTION CODES |            |
| Week 2               | Accounting |
| 01-40 hrs            | 9019999999 |



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# Print Selected T&As

The Print Selected T&As option is used to print T&As. T&As are printed prior to transmission. The Print Selected T&As options can be accessed from the drop-down menu, the Bi-Weekly T&A tab, Daily T&A tab, or the T&A List.

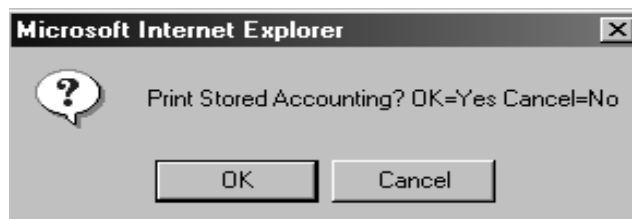
## Print Reports

1. On the Contact Point List, double-click the applicable T&A contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. On the drop-down menu, click [**Select All**] to print all of the T&As for a contact point.

**OR**

Select only those T&As to be printed.

3. On the drop-down menu, click [**Print Selected T&As**]. The Print Stored Accounting pop-up appears.



### Print Stored Accounting pop-up

4. On the Print Stored Accounting pop-up, click [**OK**] to print any applicable stored accounting. The Print T&A window is displayed.
5. The Print T&A window displays all of the T&As (in the print format) for a contact point. You can scroll through the T&As to be printed.

**OR**

From the employee's Bi-Weekly T&A tab, click [**Print**]. The Print T&A window is displayed.

**OR**

From the employee's Daily T&A tab click [**Print**]. The Print T&A window is displayed.



<b>NAME:</b>	LOWRY, MATTHEW	<b>SSN#:</b>	437-56-8956	<b>T &amp; A PAY PERIOD:</b>	06	<b>DATE:</b>	4/15/2004	
<b>T &amp; A CONTACT POINT:</b>	34 44 3123 68 02		FT	<b>PAY PERIOD DUTY:</b>			80.0	
<b>ALT WORK SCHD:</b>	Normal							
<b>TRANS CODE</b>	<b>TRANS DESCRIPTION</b>	<b>TRANS AMOUNT</b>	<b>WEEK 1</b>	<b>WEEK 2</b>	<b>ACCOUNTING DATA</b>			
No records found.								
<b>WEEKLY HOURS IN PAY STATUS</b>			0.0	0.0				
<b>TOTAL HOURS IN PAY STATUS</b>					0.0			
<b>WEEKLY OTHER HOURS</b>			0.0	0.0				
<b>TOTAL OTHER HOURS</b>					0.0			
<b>ANNUAL LEAVE CATEGORY:</b>	6			<b>LEAVE RECORD</b>				
<b>SICK LEAVE CATEGORY:</b>	4			<b>TYPE</b>	<b>BALANCE FORWARD</b>	<b>ACCRUED</b>	<b>USED</b>	<b>ENDING BALANCE</b>
<b>CEILING:</b>	240			ANNL	0.00	6.00	0.00	6.00
<b>REMARKS</b>				SICK	0.00	4.00	0.00	4.00
<b>PAY PERIOD:</b>	06							
<b>BEGIN DATE:</b>	03/21/2004							
<b>END DATE:</b>	04/04/2004							
<b>CERTIFIED TIMEKEEPER</b>		<b>EMPLOYEE</b>		<b>SUPERVISOR</b>				
Certified Correct: All Regular Time, Leave Overtime, Night Differential and Holiday Time was worked and approved to Law and Regulations.								

**Print T&A Window**

6. Click [Print] to print the T&A(s).

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# Transmitting T&As

The Transmitting T&As option is used by the Transmitter to release T&As to NFC for processing. After T&As have been verified, printed, and signed, they are ready for release to NFC. T&As should be released by the close of business on Tuesday following the end of the pay period. The **Transmission Results** option can be used to check the status of transmitted T&A(s).

**Note:** You can release the T&A(s) from the Employee List at any time by clicking the transmit link above the Employee List.

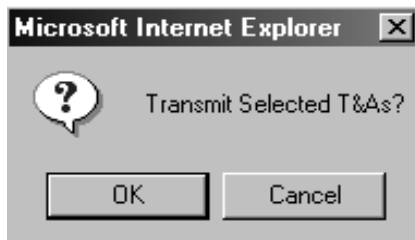
## To Release T&A(s)

1. On the Contact Point List, double click the applicable contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. On the drop-down menu, click Select All to release all T&As for a contact point.

**OR**

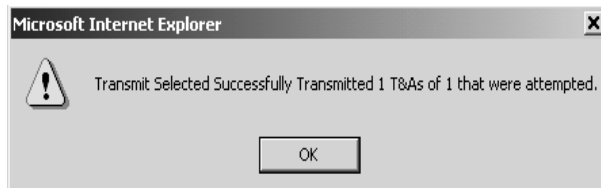
Select only those T&As to be transmitted.

3. On the Select An Action drop-down (for the Employee List) menu, click **[Transmit Selected T&As]** to select only those T&As to be transmitted. The Transmit Selected T&As pop-up appears.



### Transmit Selected T&As pop-up

4. Click **[OK]** to release the T&A(s). After clicking **[OK]**, the Status of the T&A is Released until the Payroll/Personnel database picks up the T&A(s). Once the T&A(s) are picked up, the Status is updated to Transmitted. The Successfully Transmitted pop-up appears.



### Successfully Transmitted pop-up

5. Click **[OK]**.

## To check the status of the transmission file:

1. On the Contact Point List, select the applicable contact point.
- 
-

- 
- 
2. Select Transmission Results. The T&A Transmission Confirmation report is displayed.

T & A Transmission Confirmation				
Transaction Timestamp	Pay Period	# Sent	# Rcvd	Comments
No records found.				

### T&A Transmission Confirmation Report

#### Confirm The Transmission

NFC confirms receipt of T&A data by transmitting a Confirmation Report(s) to the designated printer listed in the JCL.

Preceding the Confirmation Report is the JCL printout, which provides information relating to the file (job) that has been transmitted.

Immediately following the JCL printout is a 3-page report, JES2 Log-System SYSB-NODE NFC. This report indicates if the transmission is complete, incomplete, or abended.

The confirmation transmittal contains total hours, TC, and T&A totals.

**Note:** Do not discard or misplace the Confirmation Report. It is only generated once and cannot be reproduced.

The following fields are displayed on the Confirmation Report.

- **Blk/Batch** – This field displays the block and batch number assigned by NFC. This is displayed in a 2-position block number, the pay period number, and the sequential batch number.
- **Total** – This field displays the total number of batches received by NFC. The maximum is 200 T&As per batch.
- **T&As**. This field displays the total number of T&As received by NFC. If this number does not match the number displayed on the Successfully Transmitted pop-up, the timekeeper should contact his/her agency T&A Coordinator or NFC Customer Support.
- **80 Char Rcds** – This field displays the number of 80-character records received at NFC. Each T&A contains twelve 80-character records.
- **Transmitted from Ag St Town Un Tmpk** – This field displays the contact point on the last T&A transmitted.
- **Displayed Message** – This field displays a system-generated message that identifies the total number of T&As by type and pay period number.

#### Job Step Report

The Job Step Report displays the steps involved in transmission. The system-generated message, **Job Has Completed Successfully**, indicates that the job has run successfully at NFC. If this message is not displayed for each step in the transmission process, the timekeeper should re-transmit the T&As.

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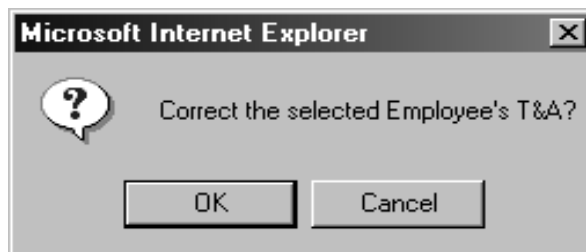
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# Preparing A Corrected T&A

The Preparing A Corrected T&A option is used to prepare a corrected T&A for a transmitted T&A from the T&A List. Once a T&A has been transmitted, you must prepare a corrected T&A to make any changes to the T&A. Corrected T&As may be submitted up to 26 pay periods after the original T&A was transmitted.

## Prepare current Pay Period during processing cycle

1. Double-click the applicable contact point. **Note:** If the timekeeper has access to more than one contact point, the Contact Point List is displayed. If the timekeeper only has access to one contact point, the Employee List is displayed.
2. Select the applicable employee from the Employee List.
3. On the drop-down menu, select Correct T&A. The Correct pop-up appears.



### Correct pop-up

4. On the Correct pop-up, click [OK]. The employee's Bi-Weekly T&A or the Daily T&A is displayed.
5. Make the applicable corrections.
6. Click [Save] to save the information.
7. Click [Verify] to verify the information.

## Prepare corrected T&A for Prior Pay Period

1. Select Pay Period from the drop down menu. A list of pay periods is displayed.
2. Select the pay period of the corrected T&A.
3. Click [GO].
4. On the employee list, select the applicable employee.
5. Select Correct T&A from the drop down menu. The Correct pop-up appears.



### Correct pop-up

- 
- 
6. On the Correct pop-up, click **[OK]**. The employee's Bi-Weekly T&A or the Daily T&A is displayed.
  7. Make the applicable corrections.
  8. Click **[Save]** to save the information.
  9. Click **[Verify]** to verify the information.

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# Exercise Y

## Corrected T&A to Add Overtime Import

### Employee Detail

1. SSN	55555XXXX
2. LAST NAME	Lamb
3. FIRST NAME	Mary
4. MIDDLE	(Leave Blank)
5. WORK SCHEDULE	Full Time
6. PAY PLAN	GS
7. SPECIAL TYPE	(Leave Blank)
8. TOUR OF DUTY	80.00
9. DAY LIMITATION	(Leave Blank)
10. LEAVE CATEGORY	Annual – 8

### Leave Acct tab

1. LEAVE BROUGHT FORWARD	Annual Leave – 100.75 Sick Leave – 251.75
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### T&A Header

1. AWS	Normal
2. ACCOUNTING DATA USAGE CODE	Stored Accounting

### Bi-weekly T&A

1. TRANSACTION CODES		
Week 1	Week 2	Accounting
01–40 hrs	01– 40 hrs	(Leave Blank)
21–10 hrs	21 – 15 hrs	(Leave Blank)

