



OHCAccess Bulletin – 9/21/2015

For Distribution to All TSA Employees

Pay Period 19 Split T&A Requirements

Due to the end of Fiscal Year (FY) 2015 and beginning of FY 2016 occurring in Pay Period (PP) 19, Split Time and Attendance (T&A) timecards are required if an employee has a Uniform Service Status (USS) Code. A Split T&A timecard must be prepared **regardless** of whether this employee receives any paid time in PP19.

Note: Self-Entry employees who validate their own timecards will need to seek assistance from their Timekeeper if a split T&A timecard is required for PP19.

Failure to submit a split T&A timecard in PP19 will prevent an employee's military leave balance from being updated and rolled over properly in both the webTA and National Finance Center's (NFC) systems.

WebTA Manual Accounting

Timekeepers and Self-Entry employees who use **manual accounting** (not project codes) for webTA entry of PP19 will be required to record time using both FY 2015 and FY 2016 account codes.

FY 2015 codes should be used for the first 11 days of the pay period (September 20-30). Days 12 through 14 (October 1-3) should be charged using the FY 2016 codes.

Please reference these job aids for more detailed instructions: *Split Timecard and Attendance Requirements Pay Period 19-2015* and *Retrieving webTA Accounting codes FY 2016*. Both are available on the OHC iShare site:

[Split T&A Requirements for Pay Period 19/2015](#)

If you have any questions regarding PP19 Split T&A requirements, please contact the HRAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov.

Your innovative workforce solution provider.



Visit the Office of Human Capital at:
<https://share.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov (New Address)

Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

TSA executive staff should contact the Executive Help Desk at 1-877-872-7991 or ESO@mailserver-hraccess.tsa.dhs.gov.