



## **OHCAccess Bulletin – 9/29/2016**

### **For Distribution to All TSA Employees**

#### **Pay Period (PP) 19 Split Time & Attendance (T&A) Requirements**

Due to the end of Fiscal Year (FY) 2016 and beginning of FY 2017 occurring in Pay Period (PP) 19, Split Time & 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 an employee receives any paid time in PP19, which began on Sunday, September 18, 2016.

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 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 2016 and FY 2017 account codes.

FY 2016 codes should be used for the first 13 days of the pay period (September 18-30). Day 14 (October 1) should be charged using the FY 2017 codes.

Please reference the following job aids, hyperlinked to the OHC iShare site by their title, for more detailed instructions: [Split TA Requirements \(2016 - 2017\)](#) and [Retrieving Webta Accounting Codes for FY17](#).

If you have any questions regarding PP19 Split T&A requirements, please contact the OHCAccess Help Desk at 1-877-872-7990 or [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov). TSA executive staff should contact the Executive Help Desk at 1-877-872-7991 or [ESO@mailserver-hraccess.tsa.dhs.gov](mailto:ESO@mailserver-hraccess.tsa.dhs.gov).