



Bulletin to ALL TSA Employees – 10/10/2019

Pay Period (PP) 20 Split Time and Attendance (T&A) Requirements

Due to the last day of fiscal year (FY) 2019 occurring in Pay Period (PP) 20, a Split Time and Attendance (T&A) timecard is required for employees when:

- An employee is on leave without pay (LWOP) for military purposes (LWOP-US) through a personnel action with Nature of Action Code 473, Absent-Uniformed Service. A split T&A is only required if the employee is using military leave.
- Regular military leave is used during PP20.

Note: When preparing a split T&A for PP20, the entry for the **End Day is 02** and the entry for the **Start Day is 03**. WebTA Self-Entry employees who validate their own timecard should seek assistance from their Timekeeper if a split T&A timecard is required for PP20.

Failure to submit a split T&A timecard in PP20 will prevent an employee's military leave balance from being updated and rolled over properly in the webTA and National Finance Center (NFC) systems.

WebTA Manual Accounting Data Distribution

Timekeepers and Self-Entry employees who use manual accounting (not project codes) for webTA entry in PP20 will be required to record time using both FY 2019 and FY 2020 account codes.

FY 2019 codes should be used for Days 01 and 02 of the pay period (**September 29 – 30, 2019**).

Days 03 through 14 (**October 1 -12**) should be charged using the FY 2020 codes.

Instructions for preparing split T&As are provided in the T&A procedure on the Payroll iShare site link [here](#).

Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).