Reminder

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Reminder Bulletin for ALL TSA Employees – 10/05/2020

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

As a reminder, due to the last day of fiscal year (FY) 2020 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 04 (September 30th)** and the entry for the **Start Day is 05 (October 1st).** 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 must charge to Projects if available, but those who must charge to an Account for webTA entry in PP20, it is necessary to record time using both FY 2020 and FY 2021 account codes.

FY 2020 codes should be used for Days 01 through 04 of the pay period **(September 27 – 30, 2020)**. Days 05 through 14 **(October 1 -10, 2020)** should be charged using the FY 2021 codes.

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

Additionally, in an effort to avoid **Anti-Deficiency Act** violations, timekeepers must to set all of their employees' *Retain Data* field in webTA T&A Profile to "TCs AND ACCOUNTS", effective PP19/20. This will prevent deactivated project codes from erroneously being charged.

The *Retain Data* field in the webTA T&A Profile have options that allow the timekeeper to control how much and what type of data is maintained from one pay period to the next.

The options available include:

- NONE – Deletes all payroll information at the beginning of each pay period. A blank timesheet will be available each pay period.
- ALL – All information is copied from the previous pay period.
- TCs AND ACCOUNT – Deletes only the hours while retaining the transaction code (TC) information and accounting.
- RESTORE FROM DEFAULT – Copies the data from the employee's default schedule to the T&A at the beginning of the pay period. You must create a default schedule for the employee for this function to work. Reliance upon this option can result in **Anti-Deficiency Act** violation as it allows charges to post to inactive Projects and outdated Accounts.
- EXCEPTION PROCESSING – Establishes that only exceptions to the employee's default schedule need to be entered. A default schedule must be entered for the employee before this function can be used. Then you may enter the exceptions (leave used and premium pay) on the T&A.

Questions?

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