# FSIS NOTICE	33-19	9/27/19

TIME AND ATTENDANCE REPORTING PROCEDURES
FOR PAY PERIOD 20

I. PURPOSE

This notice provides special instructions for preparing a Time and Attendance (T&A) for pay period 20 (September 29 through October 12, 2019). Special instructions are required because pay period 20 spans two fiscal years (FYs).

II. PAYROLL COSTS CHARGEABLE TO FY 19 AND FY 20

Pay period 20 covers time worked in FY 19 (September 29 & 30, 2019) and FY 20 (October 1 through October 12, 2019). The Financial Management Modernization Initiative (FMMI) records payroll costs by FY. Therefore, employees are to accurately report their time to each FY and identify the FY and accounting (management or program) codes chargeable.

III. CODING T&A FOR PAY PERIOD 20

A. Use the following instructions to complete the T&A for pay period 20. (See Attachment 1 for additional information).

B. FY 19 and FY 20 Codes

   1. **September 29, 2019 through September 30, 2019**. Code all time worked and leave taken for Sunday and Monday of Week 1. Enter the appropriate accounting (management or program) codes ending in "9" to represent FY 19.

   2. **October 1 through 12, 2019**. Code all time worked and leave taken for Tuesday of Week 1 through the second Saturday of Week 2. Enter the appropriate accounting (management or program) codes ending in "0" to represent FY 20.

DISTRIBUTION: Electronic; All Field Employees	**NOTICE EXPIRES:** 10/1/20	**OPI:** OPPD

C. Accounting (Program) Codes

1. **Employees who send their T&A documents to the Financial Services Center (FSC)** will enter the codes in the MGMT CONV CD column (See Attachment 1) to record applicable charges for pay period 20. The FSC will convert the appropriate FY accounting codes where necessary. (**NOTE**: If the T&A contains an APPRN column, leave that column blank.)

2. **Employees who input their own time in webTA** will use the appropriate accounting codes for FY 19 (September 29 & 30, 2019) and FY 20 (October 1 through 12, 2019).

CI. **CODING T&A FOR SUBSEQUENT PAY PERIODS**

Return to normal T&A coding procedures effective pay period 21. Enter the appropriate accounting (management or program) codes or conversion codes ending in "0" to represent FY 20.

V. RESPONSIBILITIES

Managers and supervisors are responsible for distributing this information to employees and timekeepers.

VI. QUESTIONS

Refer questions relating to this notice to FSCGeneral@usda.gov or call FSC Customer Support at 800–949–3964 and select Option 3 for Time and Attendance/Payroll.

Deputy Assistant Administrator
Office of Policy and Program Development

**EXAMPLE OF T&A PREPARED BY A FIELD OPERATIONS INSPECTOR–
STANDARD TOUR OF DUTY**
Attachment 1

The example illustrates an inspector's T&A showing an established work schedule of Sunday through Thursday.

NOTE: Sunday & Monday, September 29-30, 2019, represents time in FY 19. Tuesday, October 1, through October 12, 2019, represents time in FY 20. The inspector worked a standard tour of duty and overtime.

Attachment 1

TIME AND ATTENDANCE REPORT	NAME		PP	UNIT	TK	GS	WG	OTHER	FT	PT	INT	STATUS CHANGE START / END	Last 4 numbers of SSN
			20		37				1				0

EST. WORK WK. AND HRS.	YR	FS	ADV LV CD	OATH OFFICE	FINAL	NEW CONTACT PT	CONT	ACCT DATA CODE	DAYS IN PAY STAT.	CORR'D	ALTERNATE WORK SCH.
	19										

TIME IN PAY STATUS — TRANSACTION — WEEK1 — WEEK2 — ACCOUNTING DATA

FROM 09/29/19 TO 10/12/19

1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT	8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT	(1) PREFIX	(2) CODE	(3) SUFFIX / SHIFT	(4) HOURS	(5) FRAC-TION	(6) HOURS	(7) FRAC-TION	(8) MGMT CONV CD
7 1/2	7 1/2														04		15				5TB0329
1/2	1/2														05		1				5TB0329
		7 1/2	7 1/2	7 1/2				7 1/2	7 1/2	7 1/2	7 1/2				01		22	2	30		5TB0320
		1/2	1/2	1/2				1/2	1/2	1/2	1/2				11		1	2	2		5TB0320
							7 1/2								04				7	2	5TB0320
							1/2								05					2	5TB0320
												8			21				8		5TB0330
																					0
																					0
																					0
																					0

Click on Transaction Code Cells for Possible Valid Codes

TOTALS — TOTAL TRANSACTION — TTL TIME WITH PAY — LEAVE CATEGORY = 0

8	8	8	8	8	0	0	8	8	8	8	8	8	0	TOTAL TRANSACTION 51	TTL TIME WITH PAY 88

OTHER TIME

PRF	T/C	1ST WK HR	FR	2ND WK HR	FR
PRF	T/C	HR	FR	HR	FR
PRF	T/C	HR	FR	HR	FR
PRF	T/C	HR	FR	HR	FR

REMARKS

TOTAL OTHER TIME — TOTAL OTHER

0	0	0	0	0	0	0	0	0	0	0	0	0	0	T.TRANS 00	TOTAL TIME 0

	CarryOver	Used	YTD
Family S/L	0	0	0