

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

31-24

9/5/24

TIME AND ATTENDANCE REPORTING PROCEDURES FOR PAY PERIOD 19

I. PURPOSE

This notice provides special instructions for preparing a Time and Attendance (T&A) for Pay Period 19 (September 22 through October 5, 2024). Special instructions are required because Pay Period 19 spans two fiscal years (FYs).

II. PAYROLL COSTS CHARGEABLE TO FY 24 AND FY 25

Pay Period 19 covers time worked in FY 24 (September 22 - 30, 2024) and FY 25 (October 1 through October 5, 2024). The Financial Management Modernization Initiative (FMMI) records payroll costs by FY. Therefore, employees must 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 19

A. Use the following instructions to complete the T&A for Pay Period 19. (See Attachment 1 for additional information).

B. FY 24 and FY 25 Codes

- September 22 through 30, 2024.** Code all time worked and leave taken for Sunday through Saturday of Week 1 and Sunday through Monday of Week 2. Enter the appropriate accounting (management or program) codes ending in "4" to represent FY 24.
- October 1 through 5, 2024.** Code all time worked and leave taken for Tuesday through the Saturday of Week 2. Enter the appropriate accounting (management or program) codes ending in "5" to represent FY 25.
- If an employee uses the incorrect FY account (management or program) code, they will receive the following error message: **Error:** 10/01 (date of error) is not in the date range for the account XXXXXX5.
- Adding FY25 account codes to your T&A in webTA: From Employee Main Menu, choose Accounts. Click on Get Account(s). In the Account field, type in the account number that you want and then click on the Search button. Click on the box next to the account number and description and click Save button. This will add the account code to the drop-down list in your timesheet.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 9/1/25

OPI: OPPD

IV. CODING T&A FOR SUBSEQUENT PAY PERIODS

Return to normal T&A coding procedures effective Pay Period 20. Enter the appropriate accounting (management or program) codes ending in "5" to represent FY 25.

V. RESPONSIBILITIES

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

VI. QUESTIONS

Refer questions relating to the notice to FSCGeneral@usda.gov or call FSC Customer Support at 800-949-3964 and select option 2 and option 1 for Payroll/Time and Attendance.

A handwritten signature in black ink, appearing to read "Rachel A. Edelman". The signature is fluid and cursive, with the first name "Rachel" being the most prominent.

Assistant Administrator
Office of Policy and Program Development

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

This example illustrates an inspector working in NC. The T&A shows an established work schedule of Sunday through Thursday.

NOTE: Sunday of week 1 through Monday of week 2, September 22-30, 2024, represents time in FY 24. Tuesday, October 1, through Saturday October 5, 2024, represents time in FY 25. The inspector worked a standard tour of duty and overtime.

Work Time

		Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Wk1	Sun 9/29	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Wk2	Total
+	Time In	5:30am	5:30am	5:30am	5:30am	5:30am	8:00am			5:30am	5:30am	5:30am	5:30am	5:30am	8:00am			
	Time Out	2:00pm	2:00pm	2:00pm	2:00pm	2:00pm	4:30pm			2:00pm	2:00pm	2:00pm	2:00pm	2:00pm	4:30pm			
X	Meal Time	0:30	0:30	0:30	0:30	0:30	0:30			0:30	0:30	0:30	0:30	0:30	0:30			

Transaction	Account	Establishment																
X 01 - Regular Base Pay	5TB0324 (NC POULTRY SLAU NON REIMB)	Select Establishment ID		7:30	7:30	7:30	7:30			30:00	7:30						7:30	37:30
X 01 - Regular Base Pay	5TB0325 (NC POULTRY SLAU NON REIMB)	Select Establishment ID										7:30	7:30	7:30			22:30	22:30
X 04 - Base w/Sunday Diff	5TB0324 (NC POULTRY SLAU NON REIMB)	Select Establishment ID	7:30							7:30	7:30						7:30	15:00
X 05 - Base w/Sun+Night Diff	5TB0324 (NC POULTRY SLAU NON REIMB)	Select Establishment ID	0:30							0:30	0:30						0:30	1:00
X 11 - Base w/Night Diff	5TB0324 (NC POULTRY SLAU NON REIMB)	Select Establishment ID		0:30	0:30	0:30	0:30			2:00	0:30						0:30	2:30
X 11 - Base w/Night Diff	5TB0325 (NC POULTRY SLAU NON REIMB)	Select Establishment ID										0:30	0:30	0:30			1:30	1:30
X 21 - Over 40 Overtime	5TB5334 (NC POULTRY SLAU REIMB)	P1201 Pilgrim's Pride Corpora; 484 Zimmerman Road; Sanford, NC						8:00		8:00								8:00
X 21 - Over 40 Overtime	5TB5335 (NC POULTRY SLAU REIMB)	P1201 Pilgrim's Pride Corpora; 484 Zimmerman Road; Sanford, NC													8:00		8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00	8:00	48:00	8:00	8:00	8:00	8:00	8:00	8:00		48:00	96:00

ATTACHMENT 2: EXAMPLE OF T&A PREPARED BY A NON-FIELD EMPLOYEE WITH A STANDARD TOUR OF DUTY

This example illustrates an employee working for OCFO. The T&A shows an established work schedule of Monday through Friday.

NOTE: Sunday of week 1 through Monday of week 2, September 22-30, 2024, represents time in FY 24. Tuesday, October 1, through Saturday October 5, 2024, represents time in FY 25.

Work Time

		Sun 9/22	Mon 9/23	Tue 9/24	Wed 9/25	Thu 9/26	Fri 9/27	Sat 9/28	Wk1	Sun 9/29	Mon 9/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Wk2	Total
<input type="checkbox"/>	Time In		8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am			
<input checked="" type="checkbox"/>	Time Out		4:30pm	4:30pm	4:30pm	4:30pm	4:30pm				4:30pm	4:30pm	4:30pm	4:30pm	4:30pm			
<input type="checkbox"/>	Time In																	
<input checked="" type="checkbox"/>	Time Out																	
	Meal Time		0:30	0:30	0:30	0:30	0:30				0:30	0:30	0:30	0:30	0:30			

Transaction	Account	Establishment																
<input checked="" type="checkbox"/> 01 - Regular Base Pay	JC00AA4 (FMD SAL EXP MISSION SUPPORT)	Select Establishment ID		8:00	8:00	8:00	8:00	8:00		40:00		8:00					8:00	48:00
<input checked="" type="checkbox"/> 01 - Regular Base Pay	JC00AA5 (FMD SAL EXP MISSION SUPPORT)	Select Establishment ID										8:00	8:00	8:00	8:00		32:00	32:00
<input checked="" type="checkbox"/>	Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		40:00	80:00