

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

FSIS NOTICE

47-18

9/12/18

TIME AND ATTENDANCE (T&A) REPORTING PROCEDURES FOR PAY PERIOD 20

I. PURPOSE

This notice provides special instructions for preparing a T&A for pay period 20 (September 30 through October 13, 2018). Special instructions are required because pay period 20 spans two fiscal years (FYs).

II. PAYROLL COSTS CHARGEABLE TO FY 18 AND FY 19

Pay period 20 covers time worked in FY 18 (September 30, 2018) and FY 19 (October 1 through October 13, 2018). 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 20

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

B. FY 18 and FY 19 Codes

1. **September 30, 2018.** Code all time worked and leave taken for Sunday of Week 1. Enter the appropriate accounting (management or program) codes ending in "8" to represent FY 18.
2. **October 1 through 13, 2018.** Code all time worked and leave taken for Monday of Week 1 through the second Saturday of Week 2. Enter the appropriate accounting (management or program) codes ending in "9" to represent FY 19.

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 18 (September 30, 2018) and FY 19 (October 1 through 13, 2018).

DISTRIBUTION: Electronic; All
Field Employees

NOTICE EXPIRES: 10/1/19

OPI: OPPD

IV. 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 "9" to represent FY 19.

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@fsis.usda.gov or call FSC Customer Support at 800-949-3964 and select Option 3 for Time and Attendance/Payroll.

A handwritten signature in cursive script that reads "Patricia J. Wagner".

Assistant Administrator
Office of Policy and Program Development

**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, September 30, 2018, represents time in FY 18. Monday, October 1, through October 13, 2018, represents time in FY 19.) The inspector worked a standard tour of duty and overtime.

| TIME AND ATTENDANCE REPORT | NAME | | | | | | | | | | | | | | PP | UNIT | TK | GS | WG | OTHER | FT | PT | INT | STATUS CHANGE | | Last 4 numbers of SSN | | |
|----------------------------|------------------------|-------|-------|-------|-----|-----|-------|-------|-------|-------|-------|-----|-----|---------|-------------------|------------|-----------|------------------|-----------|--------------------|-----------|-----------------|-------------------|---------------|---------------------|-----------------------|---|--|
| | EST. WORK WK. AND HRS. | | | | | | | | | | | | | | YR | FS | ADV LV CD | OATH OFFICE | FINAL | NEW CONTACT PT | COMT | ACCT DATA CODE | DAYS IN PAY STAT. | CORR'D | ALTERNATE WORK SCH. | | | |
| | 09/30/18 | | | | | | | | | | | | | | 20 | | 37 | | | | 1 | | | | START | END | 0 | |
| | 10/13/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TIME IN PAY STATUS | | | | | | | | | | | | | | | TRANSACTION | | | WEEK1 | | WEEK2 | | ACCOUNTING DATA | | | | | | |
| FROM | | | | | | | | | | | | | | | TO | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | PREFIX | CODE | SUFFIX | HOURS | FRAC-TION | HOURS | FRAC-TION | MGMT CONV CD | | | | | | |
| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | | | | | | | | | | | | | | | |
| 7 1/2 | | | | | | | | | | | | | | | 04 | | 7 | 2 | | | 5TB0328 | | | | | | | |
| 1/2 | | | | | | | | | | | | | | | 05 | | | 2 | | | 5TB0328 | | | | | | | |
| | 7 1/2 | 7 1/2 | 7 1/2 | 7 1/2 | | | | 7 1/2 | 7 1/2 | 7 1/2 | 7 1/2 | | | | 01 | | 30 | | 30 | | 5TB0329 | | | | | | | |
| | 1/2 | 1/2 | 1/2 | 1/2 | | | | 1/2 | 1/2 | 1/2 | 1/2 | | | | 11 | | 2 | | 2 | | 5TB0329 | | | | | | | |
| | | | | | | | 7 1/2 | | | | | | | | 04 | | | | 7 | 2 | 5TB0329 | | | | | | | |
| | | | | | | | 1/2 | | | | | | | | 05 | | | | | 2 | 5TB0329 | | | | | | | |
| | | | | | | | | | | | | 8 | | | 21 | | | | 8 | | 5TB5339 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | 0 | | | | | | | |
| TOTALS | | | | | | | | | | | | | | | TOTAL TRANSACTION | | | TTL TIME WITHPAY | | LEAVE CATEGORY = 8 | | | | | | | | |
| 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 | 51 | | | 88 | | | | REMARKS | | | | | | | |
| OTHER TIME | | | | | | | | | | | | | | | OTHER TIME | | | 1ST WK | | 2ND WK | | | | | | | | |
| | | | | | | | | | | | | | | PSE | T/C | HR | FR | HR | FR | | | | | | | | | |
| | | | | | | | | | | | | | | PSE | T/C | HR | FR | HR | FR | | | | | | | | | |
| | | | | | | | | | | | | | | PSE | T/C | HR | FR | HR | FR | | | | | | | | | |
| TOTAL OTHER TIME | | | | | | | | | | | | | | | TOTAL OTHER | | | Family | | CarryOver | Used | YTD | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | T.TRANS | 00 | TOTAL TIME | 0 | S/L | 0 | 0 | 0 | | | | | | | |

Click on Transaction Code Cells for Possible Valid Codes