

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

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# FSIS NOTICE

48-20

9/25/20

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## 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 27 through October 10, 2020). Special instructions are required because Pay Period 20 spans two fiscal years (FYs).

### II. PAYROLL COSTS CHARGEABLE TO FY 20 AND FY 21

Pay Period 20 covers time worked in FY 20 (September 27 - 30, 2020) and FY 21 (October 1 through October 10, 2020). 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. FY20 and FY21 Codes

1. **September 27, 2020 through September 30, 2020.** Code all time worked and leave taken for Sunday through Wednesday of Week 1. Enter the appropriate accounting (management or program) codes ending in "0" to represent FY 20.
2. **October 1 through 10, 2020.** Code all time worked and leave taken for Thursday of Week 1 through the second Saturday of Week 2. Enter the appropriate accounting (management or program) codes ending in "1" to represent FY 21.

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**DISTRIBUTION:** Electronic; All  
Field Employees

**NOTICE EXPIRES:** 10/1/21

**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 20 (September 27 - 30, 2020 and FY 21 (October 1 through 10, 2020).

### 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 "1" to represent FY 21.

### 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](mailto:FSCGeneral@usda.gov) or call FSC Customer Support at 800-949-3964 and select Option 3 for Time and Attendance/Payroll.



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 working in NC**. **The T&A shows** an established work schedule of Sunday through Thursday.

**NOTE:** Sunday **through Wednesday**, September **27-30, 2020**, represents time in FY **20**. **Thursday**, October 1, through October **10, 2020**, represents time in FY **21**. 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		Last 4 numbers of SSN
															20		37				1			START	END	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.										
TIME IN PAY STATUS														TRANSACTION			WEEK1		WEEK2		ACCOUNTING DATA					
FROM														TO		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
09/27/20							10/10/20									SHIFT	HOURS	FRAC-	HOURS	FRAC-	MGMT CONV CD					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	PREFIX	CODE	SUFFIX	HOURS	TION	HOURS	TION						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT													
7 1/2															04		7	2				5TB0320				
1/2															05			2				5TB0320				
	7 1/2	7 1/2	7 1/2												01		22	2				5TB0320				
	1/2	1/2	1/2												11		1	2				5TB0320				
							7 1/2								04				7	2		5TB0321				
							1/2								05					2		5TB0321				
				7 1/2			7 1/2	7 1/2	7 1/2	7 1/2	7 1/2				01		7	2	30			5TB0321				
				1/2				1/2	1/2	1/2	1/2				11			2	2			5TB0321				
												8			21				8			5TB5331				
																						0				
																						0				
TOTALS														TOTAL TRANSACTION			TTL TIME WITHPAY		LEAVE CATEGORY = 0							
8	8	8	8	8	0	0	8	8	8	8	8	8	0	63			88		REMARKS							
OTHER TIME														OTHER TIME			1ST WK		2ND WK							
														PRE	T/C	HR	FR	HR	FR							
														PRE	T/C	HR	FR	HR	FR							
														PRE	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