

Sent: Monday, September 16, 2013 10:22 AM
Subject: FY14 Timecard Guidance
Importance: High

HR Administrators,

Please distribute the attached job aid to your timekeepers. OCFO will be sending additional information regarding accounting codes as they are finalized. If you have any questions, please let me know.

Timekeepers,

In preparation for the new fiscal year we have prepared the attached job aids to assist timekeepers with the processing of PP 19 - 21 timecards. This should help timekeepers make a smooth transition into the new fiscal year along with help from their HR Administrators. Contact information for each program office HR Administrator, can be found here:

<https://sp.ice.dhs.gov/oas/mgmt/OHC/WebTA/Lists/HR%20Administrators/AllItems.aspx>.

Pay Period 19, 2013

A split T&A for pay period 19 is **ONLY** required for employees on LWOP US (even if LWOP is used for the entire pay period) and/or for employees who are using regular military leave in pay period 19. Failure to submit a T&A in pay period 19 for an employee on LWOP US will prevent an employee's military leave balance from being updated for the new fiscal year and will create errors in the military leave balance.

In addition, beginning October 1, employees accrue 120 hours regular military leave for fiscal year 2014. Employees on military leave are able to use these regular military hours beginning Tuesday, October 1, 2013.

This webTA job aid <http://intranet.ice.dhs.gov/sites/hc/webta/job aids/wjs/> gives step by step instructions for processing a split T&A (referred to as *Dual T&A* in webTA). When preparing the split T&A for pay period 19, the "Starting Day of New Status" in the "Status Change" box is Week 2: Tuesday. There will be no noticeable difference on the Edit T&A screen. However, the T&A Profile shows the split T&A information and this information will be transmitted to the NFC with the T&A data.

Timekeepers do not need to perform any action in PP19 unless they have employees on Military Leave, NFC will split all remaining employee's timecards.

Pay Period 20, 2013

For pay period 20, 2013, please follow the attached webTA job aid to add the fiscal year 2014 accounts to your Active Accounts in webTA. For pay period 20, all employees timecards should be submitted using Manual Account Entry.

Pay Period 21, 2013

Timekeepers can change their employees back to stored accounting via their T&A profile.