



National Finance Center Customer Notification

Reminder: FY End T&A's and PP 21 T&A Processing

October 25, 2018

Dear Customer:

The National Finance Center (NFC) would like to emphasize the importance of Agencies **not** using “Stored Accounting” when processing Time and Attendance (T&A) records at Fiscal Year End as NFC no longer prorates accounting across fiscal years. In Pay Period (PP) 20, many of our customers used stored accounting to process T&A's which caused over twenty-two thousand (22,000) T&A's to go into suspense. NFC's Payroll Operations area worked extended hours to make manual corrections to ensure each employee received a timely salary payment.

Each year, before fiscal year end, customer notifications and bulletins are issued to provide our customers' with instructions on how to process FY End T&A's. It's vital that the appropriate personnel are receiving these publications. We encourage all of our customer's agency employees to enroll in our subscription service via the NFC home page by clicking the link <https://www.nfc.usda.gov/> and selecting the word **Subscribe** which is located on the top right hand corner of the home page next to the search window. Then follow the instructions.

IMPORTANT MESSAGE for PP21/2018

For customers that use stored accounting, the following steps **must** be taken for PP21T&A's:

- To store accounting data in the database, enter 1 in the Accounting Data Usage Code field and enter the accounting data to be stored in the Accounting Data fields. Only one line of accounting data can be stored. Accounting cannot be stored on a corrected T&A.

- **NOTE:** To repeat the stored accounting data each pay period thereafter, enter 2 in the Accounting Data Usage Code field. Do not complete the fields in the Accounting Data section.
 - Only one line of accounting may be stored and you cannot store accounting on a corrected T&A.
 - Once accounting is stored, the ***Use Accounting*** option must be selected for each pay period that stored accounting is used. If this option is not selected, accounting must be entered for the pay period.

We are requesting all Agency personnel provide this information to employees to minimize the number of rejected T&A's. We appreciate your assistance in ensuring a PP21/2018 salary payment for each T&A submitted for processing.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to NFCcontactcenter@nfc.usda.gov or via the ServiceNow Customer Service Portal (CSP).