

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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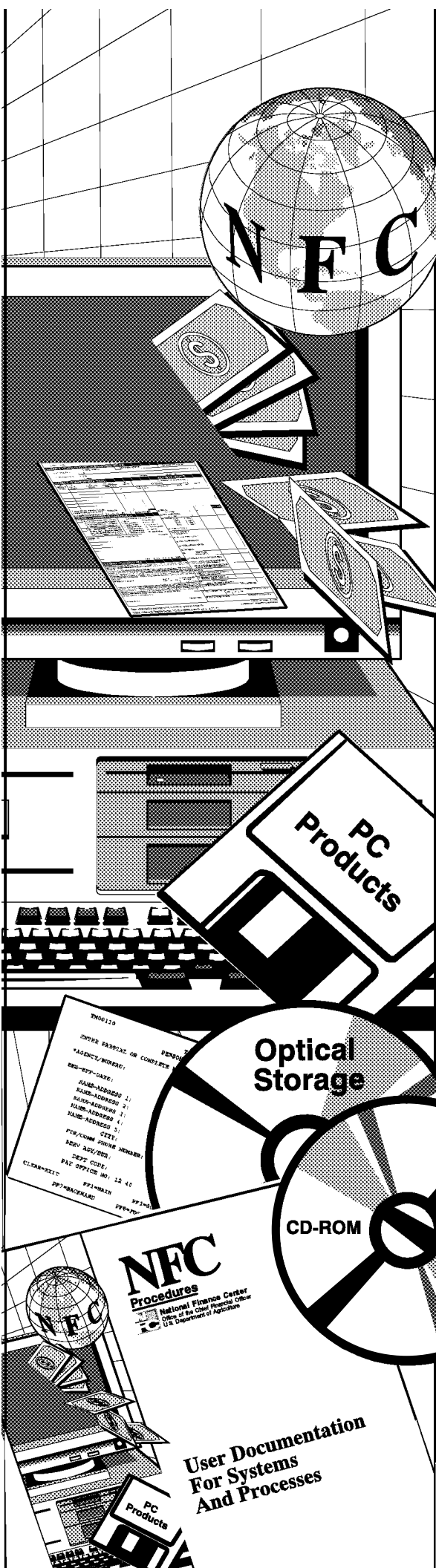
Web-Based System For Time And Attendance Reporting (STAR WEB)

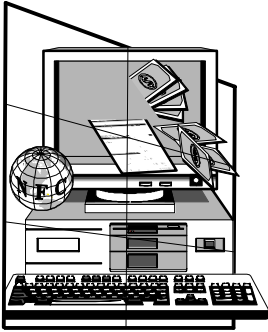
Version 3.0

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time and Attendance Procedures

SECTION 5
Web-Based System For Time And Attendance Reporting
(STAR WEB)





(STAR WEB)



National Finance Center
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IMPORTANT INFORMATION !

This publication is an illustrated version of STAR Web **help**. Since the user can access and print help directly from the application, help is considered the primary source for information about STAR Web.

When you print help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Publishing and Visual Communications Team (PVCT). Instructions for contacting PVCT and other support sources are provided in the **About This Procedure** section of this publication.

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About This Procedure

This procedure provides instructions for accessing and operating STAR Web. The following information will help you use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

[Overview](#) describes what the system is used for and provides related background information.

[Getting Started](#) provides access instructions, exiting instructions, operating features, reports related to STAR Web, and the STAR Web Main window.

[System Maintenance](#) provides information regarding STAR Web contact point records and instructions for establishing or changing the JCL.

[Tables](#) provides instructions for the NFC Administrator to establish and maintain tables in STAR Web. STAR Web contains pay period, leave type, and transaction code tables. The NFC Administrator is the only person who completes fields in STAR Web tables.

[T&A Maintenance](#) provides instructions for the Timekeeper to add, update, and/or delete T&A records and to prepare Time and Attendance reports (T&A's) and mark them for transmit to NFC.

[Field Instructions For Logging In](#) provides field instructions for logging on to STAR Web.

[Field Instructions For System Maintenance](#) provides field instructions for the Application Administrator to use for the Contact Point and JCL options.

[Field Instructions For Tables Windows](#) provides field instructions for the Transaction Code, Pay Period, and Leave Type tables.

[Field Instructions For T&A Maintenance](#) provides field instructions for those windows used in T&A preparation and transmission.

[Reference Tables](#) provides tables for fields with drop down menus and lists of options.

[Index](#) provides an alphabetical list of subject headings and fields throughout the STAR Web procedure.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog, issued semiannually. Also, What's New on NFC's home page (www.nfc.usda.gov) provides a list of all bulletins by title and publication date. Users can choose to view and/or print bulletins from this list.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

| Convention | Example |
|---|---|
| Messages displayed by the system are printed in <i>italics</i> . | <i>Processing was successful.</i> |
| Emphasized text within a paragraph is printed in bold . | You must enter data in this field. |
| Figure references link figures with the text. These references are printed in bold sans serif font. | After accessing STAR Web, the STAR Web Main window (Figure 3) is displayed. |
| References to sections within the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number. | For instructions on this process, see Searching For An Employee . |
| References to command buttons or keyboard keys are printed in brackets. | Click [Find] to search for the employee or [Cancel] to cancel the search. |
| Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , or <i>no entry</i> ⁴ . | SSN <i>Required, numeric, 9 positions</i> Type the employee's 9-digit SSN. |
| ¹ Required | <i>You must enter data in the field.</i> |
| ² Conditional | <i>You may be required to enter data, based on criteria indicated in the field instructions.</i> |
| ³ Optional | <i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i> |
| ⁴ No entry | <i>You do not enter data in the field. The field instruction states the reason for no entry.</i> |

Who To Contact For Help

For questions on policies for leave, pay time, roles, etc., please contact your agency's T&A Coordinator or Human Resource Office. For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630**.

For access to STAR Web, contact your agency's NFC Security Officer.

For questions about this procedure, contact the Publishing and Visual Communications Team at **504-255-5322**.

Overview

This section presents the following topics:

[About STAR Web](#)

[Related Systems](#)

[Payroll/Personnel Processing Cycle](#)

[Responsibilities](#)

[Access And Security](#)

About STAR Web

STAR Web is a National Finance Center (NFC) Web application. STAR Web operates in a Web environment requiring Internet and NFC security access.

Through the use of STAR Web and local telecommunication capabilities, agencies can prepare time and attendance reports (T&A's) on their desktops and mark the T&A as transmitted to be picked up by for NFC processing. This is done on a database at NFC via an Internet connection. The T&A's can be marked for transmit either individually or as a group by contact point. T&A's marked for transmit are pulled from the STAR Web database prior to the running of the T&A Validation System (TIME) job. The agency is no longer required to submit them via a separate transmission.

Once NFC acknowledges that the T&A's have been marked for transmission, NFC assigns a unique 8-digit batch number to the transmitted T&A's and sends back to the agency, to the remote Id identified in the Job Control Language (JCL), a confirmation of the number of T&A's received. The confirmation is a summary reflecting the total number of 80-character records, total hours, and total transaction codes (TC's) received.

This application is used to:

- Maintain an employee detail record for each employee at a specific T&A contact point. This record contains information relating to the employee's pay plan, work schedule, and other pertinent employee data needed for T&A reporting.
- Gather data entered by timekeepers for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Enter corrected/split T&A's.
- Perform certain edits to determine if the data is correct.
- Print T&A's to be reviewed and approved by supervisory personnel.
- Mark T&A's for transmission to NFC.

The T&A's are processed through TIME which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and the T&A in question is placed in an error suspense file. The T&A is corrected by NFC and is processed through TIME again. After T&A's pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&A's is necessary because of the impact on the employee's pay. T&A's should be closed on the last day of the pay period and be processed as soon as possible. T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

Per agency request through CULPRPT, NFC provides the agencies' T&A contact points with CULPRPT Report P0099, Error Analysis For T&A Processing, generated by TIME. The T&A coordinators, or other agency designated personnel, also receive a cumulative statistical report of T&A's processed, as requested by the agency.

Agencies can obtain information concerning updates to the Payroll/Personnel database through the Information/Research Inquiry System (IRIS) and the Payroll/Personnel Inquiry System (PINQ). For more information about IRIS and PINQ, see Title I, Chapter 15, IRIS, or Title VI, Chapter 4, Section 1, PINQ.

For more information, see:

[STAR Web Users](#)

[Record Retention Requirements](#)

[Hardware And Software Requirements](#)

STAR Web Users

The local Agency Security Officer requests access for STAR Web users by either sending an e-mail to the Information Systems Security Officer (ISSO) or by sending a fax which contains the Security Officer's signature. Roles are assigned in STAR Web based upon the Security Officer's request. Users should allow at least 2 weeks for the requests to be processed.

The available roles are as follows:

Timekeeper. Performs T&A functions and establishes, maintains, and prints employee data.

Transmitter. Establishes JCL and transmits T&A's to NFC.

Application Administrator. Establishes T&A contact points and assigns T&A contact points to users.

NFC Administrator. The NFC Administrator role is limited to NFC personnel. It is an NFC Only role. The NFC Administrator maintains and updates the STAR Web TC, leave type, and pay period tables at NFC. The NFC Administrator updates the STAR Web TC and leave tables only when there has been an update to the TC's and/or leave types displayed in Table Management System (TMGT) Table 032, Transaction Codes. Because STAR Web is edited against the NFC Mainframe, agencies will no longer have to maintain tables at the agency level.

Note: Also, the agency must designate an individual(s) to serve as the Application Administrator and to be responsible for safeguarding STAR Web at the agency location, provide guidance to users, and act as a liaison between STAR Web users and NFC for Web STAR matters.

Note: STAR Web options are visible to all users, but if a user is not able to perform a specific function (i.e., add a contact point), the user will receive a message indicating that the operation could not be performed.

Record Retention Requirements

For T&A data electronically transmitted to NFC, agencies must maintain the certified T&A report (i.e., printout, worksheet, etc.) and all appropriate supporting documentation for a **6-year period** in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in Fair Labor Standard Act cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Hardware And Software Requirements

You will need the following equipment to run STAR Web:

- A PC with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 6.0 or higher (with the Security patch) or a Netscape Navigator Browser of 6.2.3.
- Printer capable of printing Web pages.
- An NFC User Id with access to STAR Web.

Related Systems

Systems that are utilized by the T&A process are described below:

Information/Research Inquiry System (IRIS). IRIS is used as a tool for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 25 pay periods of current data, historical personnel data beginning with Fiscal Year 1991, and certain payroll document history.

Management Account Structure Codes System (MASC). MASC is composed of tables and accounting documents. The accounting codes entered in STAR Web are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in STAR Web and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&A's and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in STAR Web is displayed in PINQ after it passes the TIME edits.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert agency staff to missing T&A's or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Statement of Earnings and Leave (EARN). EARN is an inquiry system that displays the employee's biweekly earnings minus any deductions. Data entered in STAR Web is displayed in EARN after the second pass of PAYE executes.

T&A Validation System (TIME). The initial processing of T&A's which are entered in STAR Web is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list (CULPRPT P0053), and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Table Management System (TMGT). All TC's used in STAR Web are TC's from TMGT Table 032, Transaction Codes.

Time Inquiry-Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&A's. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program, the Voluntary Leave Bank Program, or the Emergency Leave Bank Program.

Payroll/Personnel Processing Cycle

The payroll/personnel processing cycle is the timeframe during which agencies record and transmit employee payroll/personnel data to NFC for processing through the Payroll/Personnel System. The cycle runs for a 2-week pay period. The payroll/personnel cycle consists of:

- The entry, transmission, and correction of payroll/personnel data by the agency.
- The entry and transmission of T&A data by the agency.
- The correction of T&A's by NFC.
- The processing of this data by NFC.

Note: Front-end edits are performed in STAR Web and must be corrected before transmission. At the end of the pay period, agencies transmit T&A transactions to NFC for processing and begin recording transactions for the next pay period.

Responsibilities

Listed below are the T&A processing responsibilities of the primary organizations involved in processing and application maintenance.

The Agency:

- Requests security access to STAR Web for specific roles (timekeeper, transmitter, and/or Application Administrator).

- Enters T&A data for each employee, as required by law and regulations.
- Transmits T&A's to NFC by established timeframes.
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.
- Monitors T&A's received by NFC to assure that all active and full-time employees are accounted for.

NFC:

- Processes T&A data within established timeframes.
- Edits T&A data.
- Reviews T&A edit error messages and corrects the T&A. Contacts the agency for assistance as necessary.
- Monitors T&A's received to assure that all active and full-time employees are accounted for.
- Provides reports.

Timekeeper:

- Performs T&A functions.
- Establishes, maintains, and prints employee data for approval by the employee and the supervisor.

Employee:

- Documents his/her T&A information on a daily basis in accordance with his/her agency policies.
- Provides his/her T&A information to the timekeeper, in accordance with his/her agency policy, but no later than the Monday after the close of the pay period.

Note: For information on the roles associated with these functions, see [STAR Web Users](#).

Access And Security

Security is designed to prevent the unauthorized use of applications and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific application, see Title VI, Chapter 1, Section 1, Security Access.

For more information, see:

[Requesting Access To STAR Web Database Security](#)

Requesting Access To STAR Web

To access STAR Web, you must have:

- A PC with Internet access.
- Access to the NFC Mainframe.
- Authorized security clearance.

Users must request access through their Agency NFC Security Officer. The Agency NFC Security Officer must either e-mail or fax the ISSO to request access for a user(s). The request should provide the following information.

- User name
- User social security number
- NFC Mainframe user ID (if one has already been established by NFC)
- Agency name
- User permission level(s) requested (i.e., timekeeper)
- Security Access Code (SAC) level(s)
- Agency NFC security officer name
- Agency NFC security officer telephone number
- Application name (STAR Web)

Database Security

The following information describes the security environment at NFC.

Security Software. Application security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilitates through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if he/she is authorized to use STAR Web. The user's logon access (user ID and password) is validated during the logon process.
2. CA TOP SECRET confirms that the user is authorized to use the requested facility.
3. CA TOP SECRET determines if the user is authorized to use the requested resources (i.e., *datasets, programs, transactions, database subschemas, DB2 resources, SAC, etc.*).

Validation Process. To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a logon to STAR Web.

1. CA TOP SECRET validates the user ID, password, and access authorization to STAR Web.
2. Upon verification/validation of the user ID and password, the user is logged onto STAR Web.

3. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessor identification (ACID) name) in order to proceed.
4. The user is allowed to execute STAR Web which will perform his/her assigned function as long as his/her security access for the program match.
5. The CA TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The CA TOP SECRET user's permissions are read to determine if access is allowed.
6. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:
SAC: XXAABBBBCCDD Where XX=Agency Code, AA=State Code, BBBB=Town Code, CC=Unit Code, DD=Timekeeper Code

The SAC entry in the user's TOP SECRET profile is read to determine if the access should be allowed.

Note: Steps 3 through 6 are transparent to the user.

Getting Started

This section presents the following topics:

[Using STAR Web](#)

[Reporting](#)

[STAR Web Operating Features](#)

Using STAR Web

To use STAR Web, you must have access to the Internet and knowledge of Internet navigation. Use this procedure for help with processing T&A's through STAR Web.

STAR Web is available on the Internet. The local Agency NFC Security Officer requests access for STAR Web Users by either sending an e-mail to the ISSO or by sending a fax which contains the security officer's signature. Roles are given in STAR Web based on the user's request. Users should allow 2 weeks for security requests to be processed.

For more information, see:

[Starting STAR Web](#)

[Exiting STAR Web](#)

Starting STAR Web

From the STAR Web Main Menu, you can select T&A Maintenance, Print Reports, Transmit, Contact Point, Tran Codes (Transaction Codes), Pay Period, Leave Type, and Help.

Below is a brief description of each option.

- **Contact Point.** Used to search, add, update, and delete T&A contact points for STAR Web users.
- **Help.** Used to display help.
- **Leave Type.** Used by the NFC Administrator to maintain the Leave Type Table used by timekeepers when preparing T&A's. In the event that a new leave TC is added to the Payroll/Personnel System, the NFC Administrator would add the leave type to the table. This table contains all leave types available to timekeepers.
- **Pay Period.** Used by the NFC Administrator to maintain the Pay Period table used by timekeepers when preparing T&A's. This table contains pay periods and their corresponding dates for the current year, the previous year, and the following year.
- **Print Reports.** Used to print employee T&A's.
- **T&A Maintenance.** Used to maintain employee data and T&A data. The employee's detail record, header record, leave account, T&A List, and Biweekly T&A are included in T&A Maintenance.
- **Tran Codes.** Used by the NFC Administrator to maintain the TC table used by timekeepers when preparing T&A's. In the event that a new TC is added to the

Payroll/Personnel System, the NFC Administrator would add the TC to the table. This table contains all TC's.

- **Transmit.** Used to build JCL and to prepare the transmission file and transmit the T&A('s) to NFC for processing.

To start STAR Web:

1. Connect to the STAR Web URL at <https://tafh.nfc.usda.gov>.
2. Once you log into STAR Web, a Welcome Message (**Figure 1**) appears.

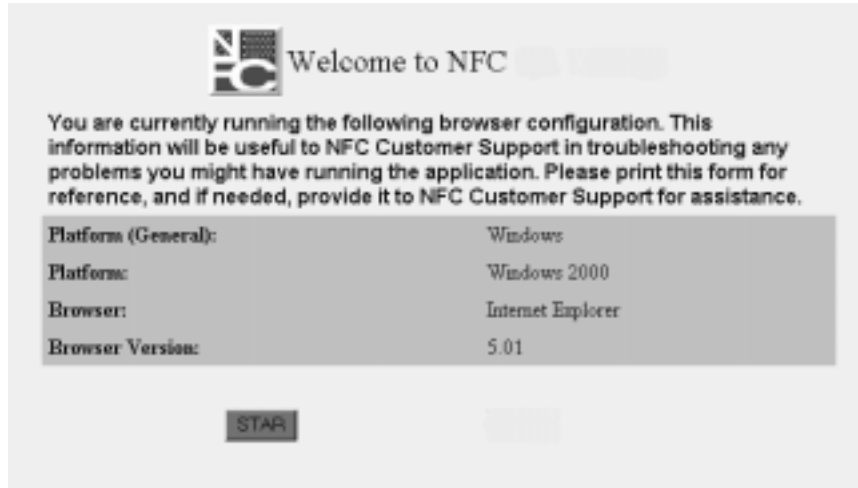


Figure 1. Welcome Message

3. On the Welcome Message (**Figure 1**), click **[STAR]**. A Warning Message (**Figure 2**) appears.

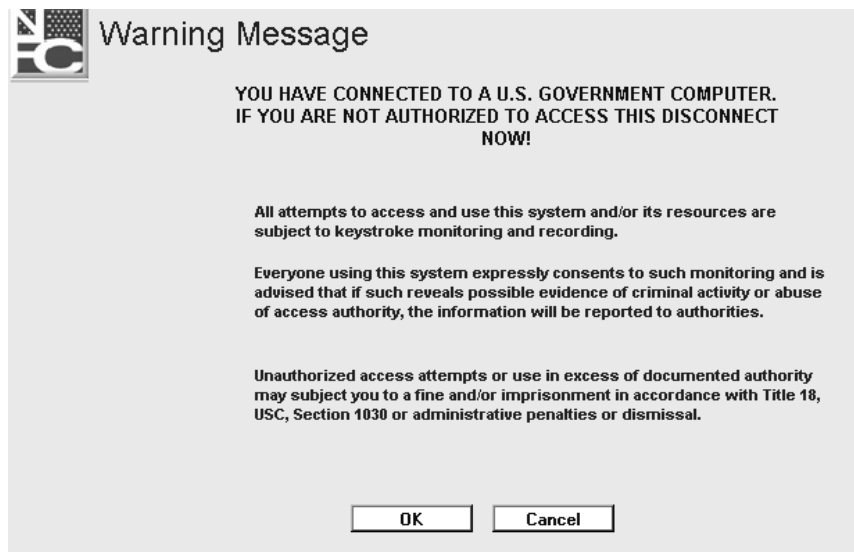


Figure 2. Warning Message

4. Read the Warning Message (**Figure 2**) and click **[OK]**. The STAR Web Main Menu (**Figure 3**) is displayed.

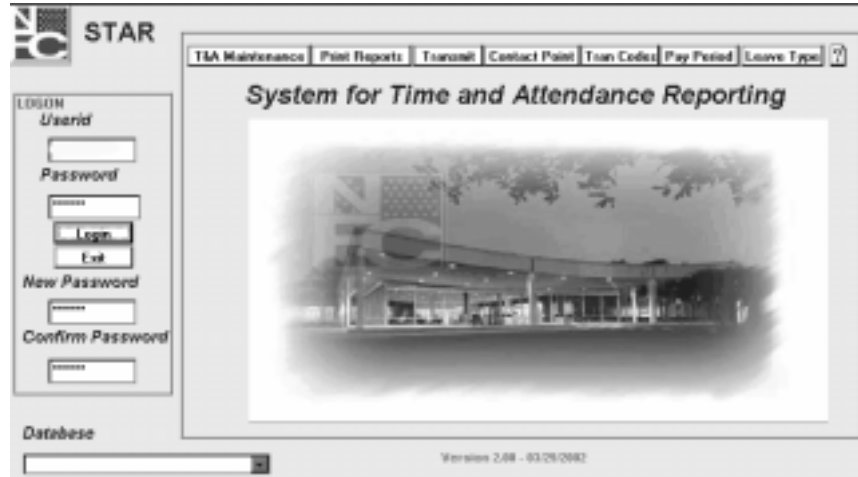


Figure 3. STAR Web Main Menu

5. Complete the fields in the Logon box as indicated under [STAR Web Main Menu Field Instructions](#).
6. Click [**Login**].
7. If you have access to more than one database, select the applicable database by completing the Database field as indicated under [STAR Web Main Menu Field Instructions](#).
8. Select the applicable menu item.
Note: You must click [**Login**] before selecting a database or menu item; otherwise, a message pop-up will appear.

Exiting STAR Web

To exit STAR Web, click [**Exit**] on the STAR Web Main Menu; to close the open window, click [**Close**] on the current STAR Web window.

Reporting

The following reports can be used for verification of T&A receipt or for related T&A information.

- **AECO Report 3901, Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored.** Review this report to determine the projected number of annual leave hours an employee has in excess of the maximum carryover. This leave can be used, lost, or restored by the end of the leave year. The maximum number of carryover hours allowed for a particular employee is displayed in the Annual Leave Ceiling field on the STAR Web Employee window.
- **BEAR Report 2001, Notification Of Change In Earned Annual Leave Status.** Review this report for a list of employees who are projected to change annual leave

categories within the next 2 pay periods. The employee's current annual leave category is displayed in the Annual Leave Category field on the STAR Web Employee window.

- **Confirmation Report.** Review this report to ensure that all T&A's were successfully transmitted. After the transmission of T&A's, this report is generated to the destination identified on JCL. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **CULPRPT Report P0013, Active Full/Part-Time Employees-T&A's Not Received By NFC.** Review this report to verify that there are no outstanding T&A's to be transmitted. This report is updated after each pass of TIME. Agency staff responsible for monitoring T&A's should run the report after each pass on Wednesday and Thursday of PAYE week. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **CULPRPT Report P0053, Error Analysis By T&A Contact Point.** Review this report for a list of employees whose annual, sick, or compensatory time balances as submitted on the T&A do not match the Payroll/Personnel database. An employee's leave balance may be checked in STAR Web on the Employee Leave Account window and in the Payroll/Personnel System on IRIS Programs IR136, Annual/Sick Leave, IR138, Other Leave, IR139, Compensatory Leave and Rates, IR140, Nonpay Leave, and IR143, Time Off Award Data. This report is available every pay period.
- **CULPRPT Report P0054, T&A Reject Percentage Report By Contact Point (Cumulative).** Review this report for statistical information regarding the number of T&A's transmitted, the number of valid T&A's, the number of T&A's rejected, and the percentage of T&A's rejected. This report is displayed by T&A Contact Point. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **CULPRPT Report P0099, Error Analysis For T&A Processing.** Review this report to determine if there are any T&A's that are in suspense because a payroll document or a personnel action has not been processed. This report is available beginning the first Monday of the pay period and should be run every day after T&A's are transmitted. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **CULPRPT Report P0149, T&A Reject Percentage Report By Agency (Cumulative).** Review this report for statistical information regarding the number of T&A's transmitted, the number of valid T&A's, the number of T&A's rejected, and the percentage of T&A's rejected. This report includes agency and year-to-date totals. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **TIME Report 3201, Error Analysis By Contact Point.** Review this report for a list of all T&A's that were rejected by TIME and why they were rejected. This report should be checked against the list on the STAR Web Prepare Transmit File window.
- **TIME Report 3202, Error Analysis By Personnel Office Identifier.** Review this report for a count of T&A's submitted. This report also provides a list of TIME Edit Error Messages generated for the pay period. A list of all T&A's for a Transmitter is displayed on the STAR Web Prepare Transmit File window.

- **TIME Report 4004, Leave Error Report.** Review this report for a list of employees whose annual, sick, or compensatory time balances as submitted on the T&A do not match the Payroll/Personnel database. An employee's leave balance may be checked in STAR Web on the Employee Leave Account window and in the Payroll/Personnel System on IRIS Programs IR136, Annual/Sick Leave, IR138, Other Leave, IR139, Compensatory Leave and Rates, IR140, Nonpay Leave, and IR143, Time Off Award Data.
- **PAYE Report 8501, Premium Pay And Leave Report.** Review this report for a total of premium pay earned and leave taken for the pay period for each employee. An employee's leave balance may be checked in STAR Web on the Employee Leave Account window and in the Payroll/Personnel System on IRIS Programs IR136, Annual/Sick Leave, IR138, Other Leave, IR139, Compensatory Leave and Rates, IR140, Nonpay Leave, and IR143, Time Off Award Data. An employee's Premium Pay hours may be checked in STAR Web on the Biweekly T&A window.
- **PAYE Report 8502, Premium Pay And Leave Report.** Review this report for summary data on premium pay earned and leave taken for the pay period. This report is displayed by organizational structure. An employee's leave balance may be checked in STAR Web on the Employee Leave Account window and in the Payroll/Personnel System on IRIS Programs IR136, Annual/Sick Leave, IR138, Other Leave, IR139, Compensatory Leave and Rates, IR140, Nonpay Leave, and IR143, Time Off Award Data. An employee's Premium Pay may be checked in STAR Web on the Biweekly T&A window.

STAR Web Operating Features

STAR Web is designed in a Web format, providing mouse-driven, point-and-click functionality; command buttons; and other Web features. This section reviews these basic features and describes other features that are specific to STAR Web.

Note: For ease of use, users may tab through various fields and buttons instead of clicking the mouse if he/she so chooses.













For more information, see:

- [STAR Web Tool Buttons](#)
- [STAR Web Command Buttons](#)
- [STAR Web Message Pop-ups](#)
- [STAR Web Pop-ups](#)
- [Clearing STAR Web Fields](#)
- [Deleting Items In STAR Web](#)
- [STAR Web Help](#)

STAR Web Tool Buttons



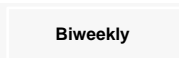
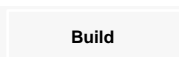
The STAR Web tool buttons are tool (icon) buttons located on the Help window and on the T&A before it is printed. Each tool button displays an icon that depicts its function. Tool buttons are used to display options for using STAR Web help and to print the T&A.

Tool buttons used in STAR Web are shown in the following table:

| STAR Web Tool Buttons | |
|---|--|
| Button | Description |
|  | Used to move back in STAR Web help. |
|  | Used to display the Table of Contents in STAR Web help. |
|  | Used to exit STAR Web help. |
|  | Used to export a T&A to a different location. |
|  | Used to move forward in STAR Web help. |
|  | Used to return to the Welcome page of the STAR Web help. |
|  | Used to display the Index in STAR Web help. |
|  | Used to print T&A's. |
|  | Used to refresh the T And A Reports pop-up. |
|  | Used to search for a T&A to be printed. |
|  | Used to Search for information in STAR Web help. |
|  | Used to toggle the T And A Reports pop-up. |

STAR Web Command Buttons

STAR Web contains command buttons that select a menu item or carry out an action described in the button's name. STAR Web includes the following command buttons:

| STAR Web Command Buttons | |
|---|---|
| Button | Description |
|  | Used to add a record. |
|  | Used to add a new T&A. |
|  | Used to display the Biweekly T&A window for an employee on the Employee List. |
|  | Used to build JCL. |

STAR Web Command Buttons

| Button | Description |
|---------------------|--|
| Cancel | Used to cancel a function. |
| Change | Used to change a T&A record. |
| Clear | Used to clear the detail area to add a record. |
| Close | Used to close the current window. |
| Contact Point | Used to select the Contact Point option from the STAR Web Main Menu. |
| Continue | Used to continue. |
| Copy | Used to copy JCL. |
| Copy To | Used to access the Copy To window from the Build JCL window. |
| Correct T&A | Used to prepare a corrected T&A. |
| Delete | Used to delete a record. |
| Employee Detail | Used to access the Employee Detail record from the Biweekly T&A window. |
| Employee List | Used to access the Employee List. |
| Exit | Used to exit STAR Web from the STAR Web Main Menu. |
| Find | Used to search for a record. |
| Find SSN | Used to search for a social security number (SSN) from the Biweekly T&A. |
| Generate Pay Period | Used to generate new pay periods on the Pay Period table. |
| Help | Used to display help text. |
| Import T&A | Used to import T&A's for employees on the Employee List. |
| Leave Account | Used to display the Employee Leave Account for an employee on the Employee List. |
| Leave Type | Used to select the Leave Type Table from the STAR Web Main Menu. |

STAR Web Command Buttons

| Button | Description |
|-------------------|---|
| Log Off | Used to log off of STAR Web from any STAR Web window. |
| Login | Used to log on to STAR Web from the STAR Web Main Menu. |
| Merge | Used to merge a split T&A. |
| More | Used to open a pop-up from an open window. |
| Next Name | Used to display the next name from the Biweekly T&A window. |
| Next SSN | Used to display the next SSN from the Biweekly T&A window. |
| OK | Used to advance to the next window and/or acknowledge the message. |
| Rollover | Used to roll over all T&A's on the Employee List to the next pay period. |
| Pay Period | Used to select the Pay Period Table from the STAR Web Main Menu. |
| Prev Name | Used to display the previous name from the Biweekly T&A window. |
| Prev SSN | Used to display the previous SSN from the Biweekly T&A window. |
| Print All | Used to print all T&A's. |
| Print List | Used to access the Employee Print List from the Contact Point List window. |
| Print Reports | Used to select Print Reports from the STAR STAR Main Menu. |
| Print Selected | Used to print only those T&A's selected. |
| Save | Used to save JCL before building or to save a record on the Employee Detail window. |
| Search | Used to search for records in STAR Web. |
| Select Leave Type | Used to select a leave type on the Leave Type table. |
| Sort By Agency | Used to sort the Contact Point List by agency. |
| Sort By Name | Used to sort the Employee List by name. |

STAR Web Command Buttons

| Button | Description |
|--------------------|---|
| Sort By SSN | Used to sort the Employee List by SSN. |
| Split Selected T&A | Used to split the selected T&A. |
| T&A Header | Used to display the T&A Header record for an employee from the Biweekly T&A window. |
| T&A List | Used to display the T&A List for an employee on the Employee List. |
| T&A Maintenance | Used to select T&A Maintenance from the STAR Web Main Menu. |
| Tran Codes | Used to select the TC Table from the STAR Web Main Menu. |
| Transmit | Used to select Transmit from the STAR Web Main Menu. |
| Update | Used to update a record. |
| Validate Amt | Used to validate the dollar amount for a dollar amount TC. |
| Verify | Used to verify the current T&A. |
| Xmit All | Used to transmit all T&A's. |
| Xmit Selected | Used to transmit only those T&A's selected. |

STAR Web Message Pop-ups

Throughout STAR Web, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and to be returned to the active window. Following is an example of a message pop-up (**Figure 4**).

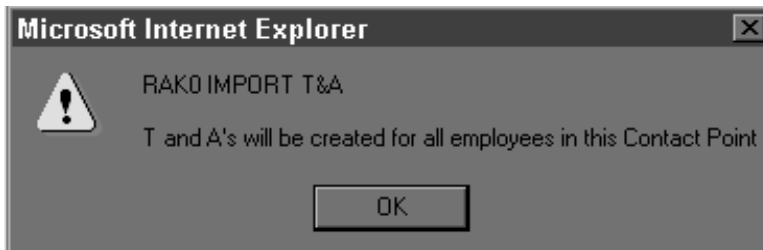




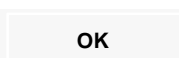



Figure 4. Message pop-up

STAR Web Pop-ups

Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. STAR Web pop-ups include the following command buttons used throughout STAR Web:

| STAR Web Pop-ups | |
|---|--|
| Button | Description |
|  | Used to cancel a function. |
|  | Used to close the current pop-up. |
|  | Used to continue a process. |
|  | Used to copy JCL from another contact point to the contact point you are currently working in. |
|  | Used to acknowledge the displayed message. |
|  | Used to select a record. |

Clearing STAR Web Fields

All records in STAR Web are controlled by key fields which contain data that is unique to that particular record. Before a record can be added in STAR Web, the key fields must be blank. If the fields contain data, you must click **[Clear]** before entering data into STAR Web fields.

Deleting Items In STAR Web

Throughout STAR Web, all items are deleted by following the same steps.

To delete a record in STAR Web:

1. At the applicable selection window, select the record to be deleted and click **[Delete]**.

STAR Web Help

The help feature is available to guide you as you process data in STAR Web. To get help, click **[?]** on any window.

To access help in STAR Web:

1. Click **[?]** on any STAR Web window. Help (**Figure 5**) is displayed.

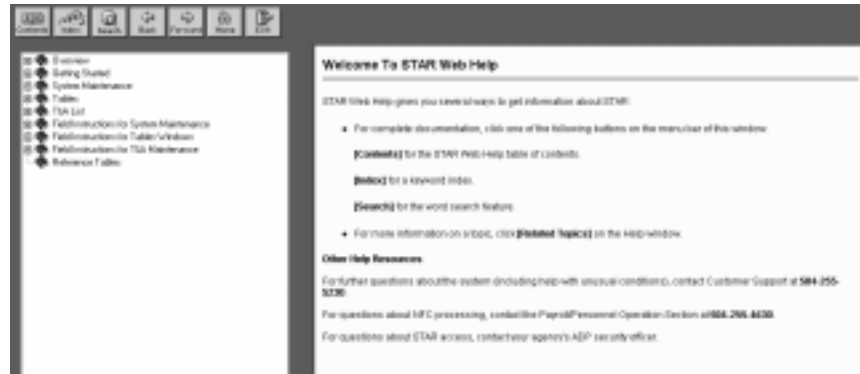



Figure 5. STAR Web Help

2. Select either the specific window for which you want to display the help or the specific topic for which help is being requested.
3. Click **[X]** or  to return to the open window.



System Maintenance

This section presents the following topics:

[Contact Points](#)

[JCL](#)

Contact Points

The T&A Contact Point is used by NFC to identify each timekeeper/location that prepares T&A's and to identify to whom inquiries concerning specified T&A's should be addressed. A T&A Contact Point is required for every T&A record, and it appears in the heading of printouts produced by NFC. The Contact Point consists of the agency, state code, town code, unit code, and the timekeeper number.

The Contact Point option is used by the Application Administrator to add, modify, or delete STAR Web contact point records. Once the Application Administrator adds these contact point records, the timekeeper is now able to process T&A's for all employees on the Employee List. Contact Points established in STAR Web must also be established in TMGT, Table 003, T&A Contact Point Name And Address.

To get to the Contact Point Maintenance window, click **[Contact Point]** on the STAR Web Main Menu (**Figure 3**). The Contact Point Maintenance window (**Figure 6**) is displayed with the available options highlighted.

| Ag | St | Town | Unit | TimeKeeper | Phone | City | St | Zip |
|----|----|------|------|------------|-------|------|----|-----|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Figure 6. Contact Point Maintenance window

The Application Administrator can also delete a contact point record. For instructions on deleting a contact point record, see [Deleting Items In STAR Web](#).

Note: You cannot delete a contact point that has employees with active records.

For more information, see:

[Adding A Contact Point Record](#)

[Updating A Contact Point Record](#)

[Searching For A Contact Point Record](#)

Adding A Contact Point Record

The Application Administrator uses this option to add a contact point record to the Contact Point Maintenance window (**Figure 6**).

To add a contact point record:

1. Click **[Contact Point]** on the STAR Web Main Menu. The Contact Point Maintenance window (**Figure 6**) is displayed with the available options highlighted.
2. Complete the fields in the Detail box as indicated under [Contact Point Maintenance Window Field Instructions](#).
3. After completing the fields in the Detail box, click **[Add]** to add the contact point record.

Updating A Contact Point Record

The Application Administrator uses this option to update a contact point record on the Contact Point Maintenance window (**Figure 6**).

To update a contact point record:

1. Click **[Contact Point]** on the STAR Web Main Menu. The Contact Point Maintenance window (**Figure 6**) is displayed with the available options highlighted.
2. Select the applicable contact point record to be updated.
3. Complete the applicable fields to be updated in the Detail box as indicated under [Contact Point Maintenance Window Field Instructions](#).
4. After completing the applicable fields to be updated in the Detail box, click **[Update]** to update the contact point record.

Searching For A Contact Point Record

The Application Administrator searches for a contact point record in the Search box on the Contact Point Maintenance window (**Figure 6**).

To search for a contact point record:

1. Click **[Contact Point]** on the STAR Web Main Menu. The Contact Point Maintenance window (**Figure 6**) is displayed with a Search box.
2. Complete the fields in the Search box as indicated under [Contact Point Maintenance Window Field Instructions](#).
3. Click **[Search]** to search for a contact point record.

JCL

The JCL option is used by the Transmitter to establish or change JCL. JCL must reflect your agency's specifications to transmit files before data can be transmitted to NFC. In STAR Web, all T&A's must be submitted with JCL. For more information on the Use JCL box, see [Transmitting T&A's](#).

For more information, see:

[Building JCL](#)

[Copying JCL To Another Contact Point](#)

[Searching For A JCL](#)

Building JCL

This option allows the Transmitter to build JCL. The JCL that is built is displayed in the JCL Deck box.

To build JCL:

1. Click **[Transmit]** on the STAR Web Main Menu. The Build JCL window (**Figure 7**) is displayed.

| Agency | State | Town | Unit | TX Code | Identifier |
|--------|-------|------|------|---------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 7. Build JCL window

2. Select the applicable contact point for which the JCL is being added or updated.
3. Complete the required fields as indicated under [Build JCL Window Field Instructions](#).
4. Click **[Build]** to display the resulting JCL.
5. Review the JCL that is built.
6. If the JCL that is built is acceptable, click **[Save]** to apply the changes.

JCL is established and appears in the bottom portion of the window. If further updates are needed after the JCL is established, you must make the applicable changes and click **[Save]** to change JCL.

Copying JCL To Another Contact Point

This option allows the Transmitter to copy JCL from one contact point to one or more contact point(s).

1. On the Build JCL window (**Figure 7**), select the applicable contact point that contains the JCL to be copied and click **[Copy To]**. The Copy Function (**Figure 8**) window is displayed. For more information on the Copy Function, see [Copy Function Window Description](#).

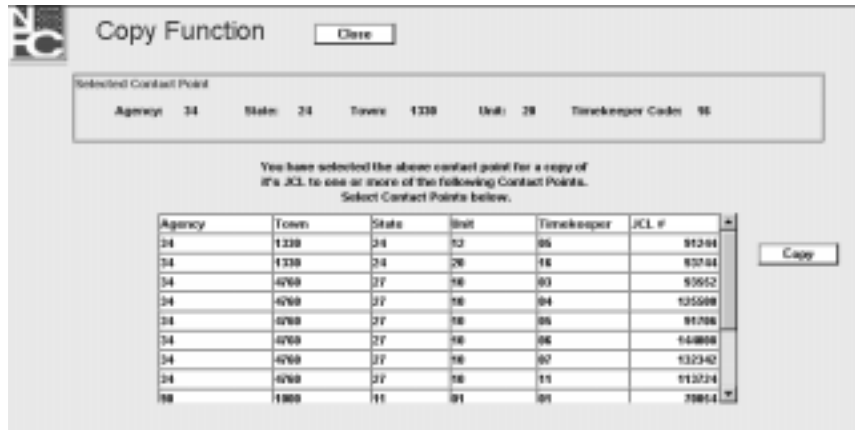


Figure 8. Copy Function window

2. On the Copy Function window (**Figure 8**), select the applicable JCL to be copied by highlighting the contact point(s) to which the JCL will be copied to.
3. Click **[Copy]**. The JCL is copied.
4. Click **[Close]** to close the window.

Searching For A JCL

You can search for a JCL in the Search By box on the Build JCL window (**Figure 7**).

1. Click **[Transmit]** on the STAR Web Main Menu. The Build JCL window (**Figure 7**) is displayed.
2. In the Search By box on the Build JCL window (**Figure 7**), complete the fields as indicated under [Build JCL Window Field Instructions](#).
3. Click **[Search]**. The applicable JCL is displayed.

Tables

This section presents the following topics:

[About Tables](#)

[Transaction Code](#)

[Pay Period](#)

[Leave Type](#)

About Tables

The NFC Administrator maintains the tables in STAR Web. These tables are accessed by clicking the command button for the appropriate table on the STAR Web Main Menu.

Transaction Code

The TC (**Figure 9**) table contains a list of TC's contained in the Payroll/Personnel System. Each T&A prepared is edited against this table. The TC table that is built into STAR Web contains a list of all TC's available for T&A processing. In the event that new TC's are implemented, the NFC Administrator will add the new TC.

This group of fields contains 3 parts: the prefix, the TC, and the suffix.

The transaction prefix is a code used to record the percentage rate for environmental differential pay and danger pay and to expand the definition for certain TC's. It may also be used to create a new TC and definition when the TC has been previously used without a prefix.

The TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. Each TC symbolizes a specific rate and kind of pay or absence.

The transaction suffix can be used with a variety of TC's to vary their meanings. However, its use is required for wage grade employees to designate the shift for the TC entered.

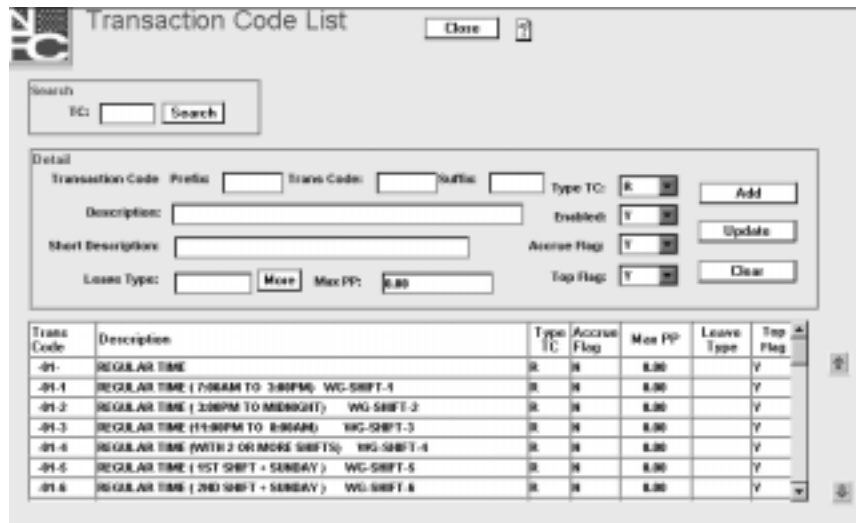


Figure 9. Transaction Code List window

For more information, see:

[Searching For A Transaction Code](#)

[Adding Or Updating A Transaction Code](#)

Searching For A Transaction Code

This option allows you to search for a TC in the Search box on the TC table.

To search for a TC:

1. Click **[Tran Codes]** on the STAR Web Main Menu (**Figure 3**). The Transaction Code List window (**Figure 9**) is displayed with a Search box.
2. Complete the TC field in the Search box as indicated under [Transaction Code List Window Field Instructions](#).
3. Click **[Search]** to search for a TC.

Adding Or Updating A Transaction Code

The NFC Administrator will add a new TC, in the event that a new TC is established in the Payroll/Personnel System, or modify an existing TC as necessary.

Note: This function will be performed by NFC staff only.

To add a new TC or modify an existing TC:

1. Click **[Tran Codes]** on the STAR Web Main Menu. The Transaction Code List window (**Figure 9**) is displayed with the available options highlighted.
2. To add a new TC, the NFC Administrator will complete the fields as indicated under [Transaction Code List Window Field Instructions](#).

OR

3. To update an existing TC, select the applicable TC from the List Box.
4. Make the applicable changes.
5. After adding/modifying the information, the NFC Administrator clicks **[Add]** to add a TC, or **[Update]** to modify an existing TC.

Pay Period

The Pay Period table initially displays pay period numbers (along with corresponding dates) for the 26 pay periods in the previous year, the current year, and the subsequent year from the date of STAR Web implementation. To get to the Pay Period List window (**Figure 10**), click **[Pay Period]** on the STAR Web Main Menu (**Figure 3**). The Pay Period List window (**Figure 10**) is displayed. For instructions on using the Pay Period List window (**Figure 10**), see [Pay Period List Window Field Instructions](#).



Figure 10. Pay Period List window

Note: To create additional pay periods, the NFC Administrator clicks **[Generate Pay Period]**. The previous year's pay periods, the current year's pay periods, and the next year's pay periods are displayed.

Leave Type

The Leave Type option displays the various leave types used by employees. When a new leave type is added to the Payroll/Personnel System, the NFC Administrator will add the new leave type to the table. A new leave type can only be added after the corresponding TC has been established on the TC table and in the Payroll/Personnel System. For more information on deleting a leave type, see [Deleting Items In STAR Web](#).

For more information, see:

[Searching For A Leave Type On The Table](#)

[Adding A Leave Type To The Leave Type Table](#)

Searching For A Leave Type On The Table

You can search for a leave type in the Search box on the Leave Type Table.

To search for a leave type:

1. Click **[Leave Type]** on the STAR Web Main Menu (**Figure 3**). The Leave Type List window (**Figure 11**) is displayed with a Search box.

| Type | Description | Long Name | Max Bal | Init Fwd | Accr Leave | Earned Seed | Data Type |
|------|--------------------------------|----------------------|--------------|----------|------------|-------------|-----------|
| ANNU | ANNUAL LEAVE | ANNUAL LEAVE | 0.00/0.00 | Y | Y | N | N |
| ANNU | ABSENT WITH OUT LEAVE | ABSENT WITHOUT LEAVE | 2000.00/0.00 | Y | N | N | N |
| COMP | COMPENSATORY LEAVE | COMP TIME | 0000.00/0.00 | Y | Y | N | N |
| COMP | COMPENSATORY LEAVE - RELIGIOUS | COMP - RELIGIOUS | 0000.00/0.00 | Y | Y | N | N |
| CRET | CREDIT LEAVE | CREDIT LEAVE | 24.00/0.00 | Y | Y | N | N |
| BONA | BONATED ANNUAL LEAVE | BONATED ANNUAL LEAVE | 0.00/0.00 | Y | N | N | N |

Figure 11. Leave Type List window

2. Complete the fields as indicated in the Search box under [Leave Type List Window Field Instructions](#).
3. Click **[Search]** to search for a leave type.

Adding A Leave Type To The Leave Type Table

The NFC Administrator adds new leave types to the Leave Type Table. Leave types can only be added when a new leave TC is added to the Payroll/Personnel System.

To add a leave type on the Leave Type Table:

1. Click **[Tran Codes]** on the STAR Web Main Menu. The Transaction Code List window (**Figure 9**) is displayed. For information on using the Transaction Code List window (**Figure 9**), see [Updating A Transaction Code](#).
2. Click **[More]** . The Leave Type List window (**Figure 11**) is displayed.
3. To add a new leave type, complete the fields as indicated under [Leave Type List Window Field Instructions](#).
4. After adding the information, click **[Add]** to add a new leave type.

Note: Leave types contained in the STAR Web application may not be updated or deleted at the agency level. Only the NFC Administrator may make modifications to the Leave Type Table.

T&A Maintenance

This section presents the following topics:

[About T&A Maintenance](#)

[Employee Maintenance](#)

[T&A Preparation](#)

[Print Reports](#)

[Transmit T&A's](#)

About T&A Maintenance

The T&A Maintenance option is used by timekeepers to record employee data and prepare T&A's for transmission to NFC. When a timekeeper has access to more than one contact point, the Contact Point List window (**Figure 12**) is displayed before the Employee List window (**Figure 13**). This window displays a list of all contact points available to a timekeeper and is used to search for a contact point on the list. You must select the applicable contact point record on the Contact Point List window (**Figure 12**) and click **[Employee List]** before the Employee List window (**Figure 13**) is displayed. The Contact Point List window (**Figure 12**) is sorted sequentially.

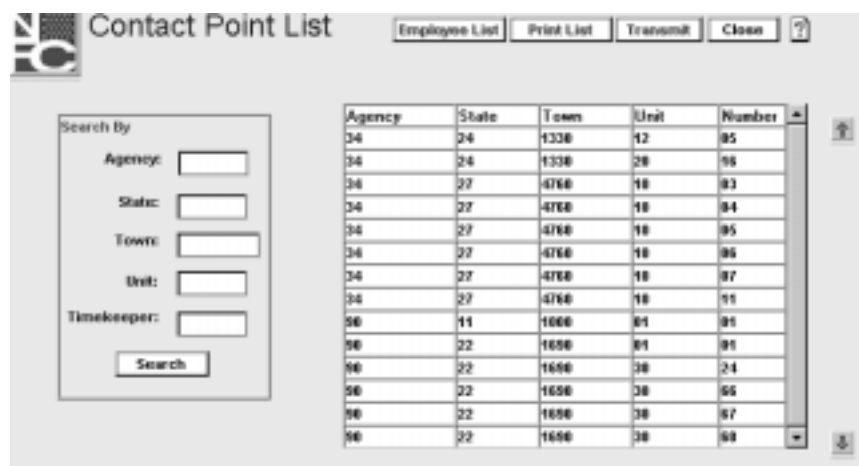


Figure 12. Contact Point List window



Figure 13. Employee List window

If the timekeeper has access to only one contact point, the Employee List window (**Figure 13**) is displayed when the timekeeper clicks **[T&A Maintenance]** on the STAR Web Main Menu. The Employee List window (**Figure 13**) displays a list of all employees for the selected contact point. The timekeeper is responsible for adding, updating, and/or deleting all employees assigned to his/her T&A Contact Point. From the Employee List window (**Figure 13**), a timekeeper can roll over all employees' T&A's to the next pay period. You can sort the Employee List by either name or SSN. The window defaults to Name, but you can click **[Sort By SSN]** to change the sort order.

For more information on the Contact Point List window (**Figure 12**), see [Searching For A Contact Point On The Contact Point List](#).

Searching For A Contact Point On The Contact Point List

The Contact Point List window (**Figure 12**) contains a Search By box to search for a contact point on the list.

To search for a contact point on the contact point list:

1. On the STAR Web Main Menu (**Figure 3**), click **[T&A Maintenance]**. The Contact Point List window (**Figure 12**) is displayed with a list of contact points for that timekeeper.
2. Complete the fields in the Search By box on the Contact Point List window (**Figure 12**) as indicated under [Contact Point List Window Field Instructions](#).
3. Click **[Search]** to search for a contact point on the contact point list.

Employee Maintenance

For more information see:

[Importing T&A's](#)

[Rolling Over T&A's](#)

[Searching For An Employee Record](#)

[Adding Or Updating An Employee Record](#)

[Establishing And Maintaining Leave Accounts](#)

Importing T&A's

The import option allows the timekeeper to retrieve T&A's for either an individual employee or a group of employees from the NFC Mainframe. The imported T&A('s) contain T&A data as well as annual and sick leave data.

To import T&A's:

1. On the STAR Web Main Menu (**Figure 3**), click **[T&A Maintenance]**. The Contact Point List window (**Figure 12**) is displayed with a list of contact points for that timekeeper.
2. On the Contact Point List window (**Figure 12**), select the applicable contact point and click **[Employee List]**. The Employee List window (**Figure 13**) is displayed.
3. On the Employee List window (**Figure 13**), click **[Import TA]** to import all T&A's for a contact point or select the applicable employee and click **[Import TA]** to import one employee's T&A. The Import T&A pop-up (**Figure 14**) appears confirming that an import will be created for the selected employee(s).



Figure 14. Import T&A pop-up

4. On the Import T&A (**Figure 14**), click **[OK]**. The Pay Period List pop-up (**Figure 15**) appears.

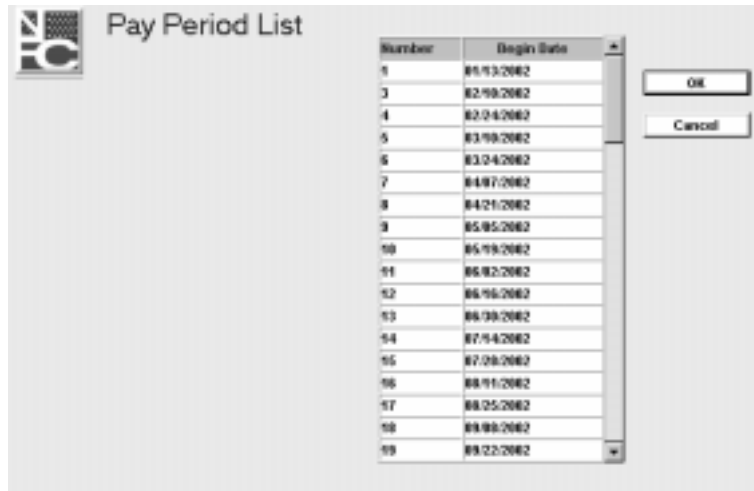


Figure 15. Pay Period List pop-up

5. On the Pay Period List pop-up (**Figure 15**), select the applicable pay period of the T&A('s) to be imported and click **[OK]**.
6. A confirmation message appears telling you that the T&A('s) have been imported.

Note: If an employee(s) on a timekeeper’s employee list did not have a T&A('s) for the selected pay period, a pop-up (**Figure 16**) will appear displaying the number of employee(s) that were imported and not imported. A list of employee(s) will appear for those T&A's not imported.

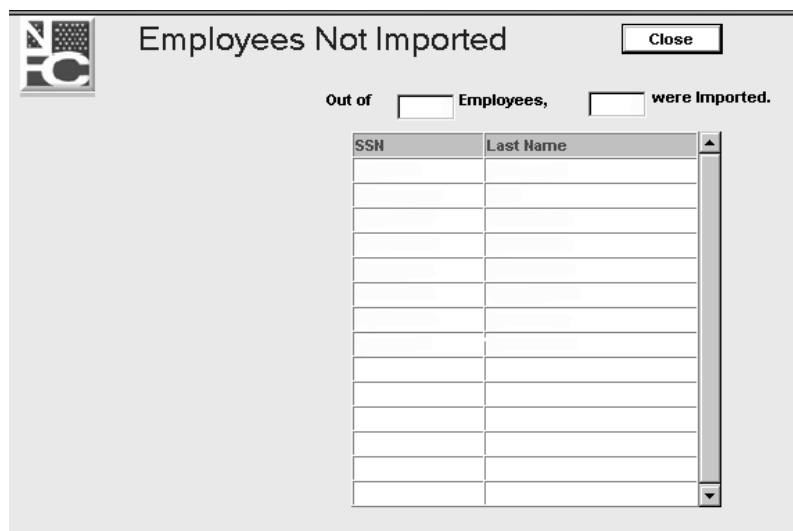


Figure 16. Employees Not Imported pop-up

Rolling Over T&A’s

This option allows the timekeeper to create new T&A’s for a new pay period for all employee records on the employee list that were successfully transmitted the previous pay period. To

advance the pay period number, click **[Rollover]** on the Employee List window (**Figure 13**). The T&A's created during the rollover process contain the same information as the T&A's from the previous pay period.

To roll over T&A's:

1. On the STAR Web Main Menu (**Figure 3**), click **[T&A Maintenance]**. The Contact Point List window (**Figure 12**) is displayed with a list of contact points for that timekeeper.
2. On the Contact Point List window (**Figure 12**), select the applicable contact point and click **[Employee List]**. The Employee List window (**Figure 13**) is displayed.
3. On the Employee List window (**Figure 13**), click **[Rollover]** to roll over all T&A's for a contact point. The Pay Period List pop-up (**Figure 15**) appears.
4. On the Pay Period List pop-up (**Figure 15**), select the applicable pay period to be rolled over and click **[OK]**. A pop-up (**Figure 17**) appears displaying the number of employee(s) rolled over and the number of employees not rolled. In addition, a list of employee(s) not rolled also appears.



Figure 17. Employees Not Rolled Over pop-up

Searching For An Employee Record

Timekeepers can search for an employee in the Search box on the Employee List window (**Figure 13**).

To search for an employee record:

1. On the STAR Web Main Menu (**Figure 3**), click **[T&A Maintenance]**. If the employee has access to only one contact point, the Employee List window (**Figure 13**) is displayed with a Search box.

2. If the employee has access to more than one contact point, the Contact Point List window (**Figure 12**) is displayed. On the Contact Point List window (**Figure 12**), select the applicable contact point and click **[Employee List]**. The Employee List window (**Figure 13**) is displayed.
3. Complete the fields in the Search box as indicated under [Employee Detail Window Field Instructions](#).
4. Click **[Search]** to search for an employee record.

Adding Or Updating An Employee Record

This option allows the timekeeper to add a new employee record, modify an existing employee record, or delete an employee record. Before an employee record can be deleted from a timekeeper’s Employee List, the employee must be established in the Employee List of the gaining timekeeper. This is done by changing the contact point information on the employee’s Employee Detail window (**Figure 18**). The timekeeper should contact the agency’s designated representative to make this change. If the employee has any active T&A’s, the employee record cannot be deleted. For more information on deleting an employee, see [Deleting Items In STAR Web](#).

Figure 18. Employee Detail window

Note: Be sure to check your agency’s policy before removing an employee from an Employee List.

To add/update an employee:

1. On the Employee List window (**Figure 13**), click **[Add]** to add a new employee record. The Employee Detail window (**Figure 18**) is displayed.

OR

Select the applicable employee record to be updated and click **[Update]**. The Employee Detail window (**Figure 18**) for the selected employee is displayed.

Note: Double-clicking an employee on the Employee List window (**Figure 13**) brings up that employee’s Employee Detail window (**Figure 18**).

2. Complete the fields as indicated under [Employee Detail Window Field Instructions](#).

Note: The Contact Point box defaults to the contact point the timekeeper is currently working in and has access to.

3. Click **[Save]** on the Employee Detail window (**Figure 18**) to save the record.
4. Click **[Close]** to return to the Employee List window (**Figure 13**). If this is a new employee, the New Employee Pay Period List pop-up (**Figure 19**) appears.



Figure 19. New Employee Pay Period List pop-up

5. On the New Employee Pay Period List pop-up (**Figure 19**), select the applicable pay period and click **[OK]**. The Employee Leave Account window (**Figure 20**) is displayed.

Establishing And Maintaining Leave Accounts

The Employee Leave Account window (**Figure 20**) displays leave data for an employee (e.g., the employee's compensatory time for religious observance, family friendly leave data, etc.).

| Type | Forward | Accrued | Used | Balance |
|--------|---------|---------|------|---------|
| ANNUAL | 236.00 | 0.00 | 0.00 | 244.00 |
| COMP | 75.00 | 0.00 | 0.00 | 75.00 |
| SICK | 1457.75 | -4.00 | 0.00 | 1457.75 |

Figure 20. Employee Leave Account window

The leave information recorded on the T&A is a method of maintaining an employee's leave record. It consists of leave brought forward from the prior pay period, leave earned during the current pay period, leave used for the processing pay period, and the leave balance to date.

When an employee's annual leave category changes, you must update the Annual Leave Category field on the Employee Detail window (**Figure 18**). If you forget to do this before transmitting the T&A, you must make the appropriate change and prepare a corrected T&A. You can make corrections to an employee's leave account at any time during the pay period.

Leave Discrepancies. Leave discrepancies should be resolved by preparing a leave audit and determining when the leave discrepancy occurred. If the leave error occurred within the last 25 pay periods, a corrected T&A should be prepared to resolve it. Otherwise, it must be resolved by submission of the T&A audit to the individual within your organization responsible for TINQ adjustments. For more information on preparing a corrected T&A, see [Preparing A Corrected T&A](#).

Advanced Annual Leave. The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the employee's T&A Header pop-up (**Figure 22**) must be changed to the Annual Leave to be properly coded. After the T&A Header pop-up (**Figure 22**) is updated to allow the advanced annual leave, the T&A may be verified with a negative ending balance.

Annual Leave Ceiling. If the employee's Balance displayed in the List Box on the Employee Leave Account window (**Figure 20**) is greater than the value displayed in the Annual Leave Ceiling field, the Forward field is reset to the Annual Leave Ceiling value.

Leave Category 6. Full-time employees in Leave Category 6 earn an additional 4 hours of annual leave during the last full pay period of the calendar year, for a total of 10 hours of annual leave. When an employee is in nonpay status or reaches a multiple of 80 hours of nonpay status during the last full pay period of the calendar year, the employee does not earn annual leave during the last full pay period of the calendar year; therefore, the employee does not earn the additional 4 hours. STAR Web computes this automatically for employees in

Leave Category 6 so that no action on the part of the user is necessary. This does not apply to a part-time employee because his/her leave accrual is based upon the number of hours worked.

Nonpay Status. If an employee is on Leave Without Pay (LWOP) for an entire pay period, but a personnel action has not been processed on him/her, the timekeeper must prepare a T&A and transmit it to document the employee's status for the pay period. If a personnel action has been processed on the employee, there is no need for the timekeeper to prepare a T&A. If a personnel action was processed, and the employee returns to duty, the timekeeper would click **[Add New]** from the employee's T&A List window (**Figure 21**). The Select Pay Period pop-up (**Figure 19**) appears, and the timekeeper selects the appropriate pay period for the employee's return to duty.

When a full-time employee is in nonpay status or reaches a multiple of 80 hours of nonpay status (any combination of LWOP, absent without official leave (AWOL), suspension, furlough, etc.) during a pay period, the employee does not earn annual leave or sick leave for that pay period. STAR Web computes this automatically so that no action on the part of the user is necessary. If the multiple of 80 hours is reached during the last full pay period of the calendar year and the employee is in Leave Category 6, the employee does not earn the additional 4 hours of annual leave earned by Leave Category 6 employees during the last full pay period of the calendar year. This reduction in accruals does not apply to a part-time employee because his/her leave accrual is based upon time in pay status each pay period.

Religious Compensatory Time. STAR Web tracks religious compensatory time in an account separate from compensatory time. If an employee does not pay back his/her religious compensatory time in the time frame established by the agency, a corrected T&A must be prepared changing the un-repayed time from religious compensatory time to an alternate type of leave (i.e., annual leave, regular compensatory time, credit leave, or LWOP). Because annual leave is used to pay back owed religious compensatory time, the annual leave balance must also be adjusted in the Forward field.

Family Friendly Leave. The employee's family friendly leave balance is reset to **0** hours in STAR Web at the beginning of the leave year. Family friendly leave is added to the balance for Family Friendly Leave-Sick Type on the Employee Leave Account window (**Figure 20**) as the employee uses it. The same amount is subtracted from the employee's Sick Leave balance. The Balance displayed in the List Box increases instead of decreases as the employee uses family friendly leave because there is a maximum amount of family friendly leave that can be used. The employee is allowed to use family friendly leave until the value in the Forward field reaches 480 hours (12 weeks).

Note: Family friendly leave has been reclassified by the Office of Personnel Management (OPM) as Family Care Leave. Family Care-General permits the use of 104 hours of sick leave for general health care purposes. Family Care-Extended permits the use of up to 480 hours of sick leave. However, the eligibility criteria for Family Care-Extended is much stricter. The usage of the two types combined may not exceed the 480 hour limit. For additional information, please review your agency policy or the OPM Web site at www.opm.gov.

Military Leave. Although STAR Web tracks military leave in days, military leave is accrued in hours. Because the NFC Mainframe requires reporting military leave in days on the employee's header record, timekeepers must manually keep track of the number of actual

hours of military time reported via the TC's. When a member of the military has reported using all of his/her days, regardless of the number of hours reported using the TC's, STAR Web and the NFC database will both show that no additional hours are available. Therefore, the timekeeper should report partial days via a leave audit so that adjustments may be made to the database. This helps to ensure that the employee does not need to be placed erroneously on annual leave or LWOP the next time that he/she uses military leave.

Other Leave. Other leave is used to record the following types of leave:

- Jury Duty
- Examination
- Funeral
- Witness
- Voting
- Federal Holiday
- Transfer of Official Station
- Court (Other than Jury Duty or Witness)
- State or Local Holiday
- Administrative Leave
- Hazardous Weather Dismissal
- Bone Marrow/Organ Donor

When recording Other Leave, use TC66, Other Leave. The type of leave is not displayed when this TC is used. The timekeeper can make a note of the type of Other Leave in the Remarks field if desired.

Restored Annual Leave. When restoring annual leave, the amount of hours being restored is entered under the RSTR Restored Leave category in the Forward field. Do not enter this amount until Pay Period 2. You must wait until Pay Period 1 processing is complete to avoid any leave errors. An action must be entered in PRES, EPIC, or FESI before entering the restored leave. Also, if leave is restored for more than one leave year, you must track the balances in the Remarks field on the T&A Header pop-up (**Figure 22**) in order to keep separate balances for each leave year. Do not use TC63, Restored Annual Leave, until the employee uses the restored leave.

Advanced Sick Leave. The balance in the Forward field may be updated to a negative balance at any time. However, in order for a T&A with a negative balance to be verified, the Advance Leave field on the employee's T&A Header pop-up (**Figure 22**) must be changed to the Sick Leave to be properly coded. After the T&A Header pop-up (**Figure 22**) is updated to allow the advanced sick leave, the T&A may be verified with a negative ending balance. The maximum number of hours of sick leave that may be advanced is 240 hours.

Time Off Awards. Time off awards should be entered on the employee's Leave Account in the pay period in which they are processed in the Payroll/Personnel System. Do not use Prefix 61, TC66, Time Off Award, until the employee uses the award.

For more information, see [Adding Or Updating An Employee Leave Type Record](#).

Adding Or Updating An Employee Leave Type Record

You can add or update leave types for an employee's leave account. For instructions on deleting a leave type from the employee's leave account, see [Deleting Items In STAR Web](#).

To add or update a leave type record:

1. On the Employee List window (**Figure 13**), select the applicable employee and click **[Leave Account]**. The Employee Leave Account window (**Figure 20**) for that employee is displayed.
2. To add a leave type to the employee's leave account, complete the fields as indicated under [Employee Leave Account Window Field Instructions](#).

OR

To update a leave type that has already been established in the employee's leave account, select the applicable leave type. The leave type selected will display in the detail area.

Note: After you add data into the detail area, the add function becomes available.

3. Click **[Add]** to add the leave type record or **[Update]** to update an existing leave type.
4. When adding a new employee, the Employee Leave Account window (**Figure 20**) is displayed after adding the employee on the Employee Detail window (**Figure 18**). If this is the first record for an employee in STAR Web, select each applicable leave type and click **[Update]**. Updating the applicable leave types will eliminate leave balance errors.

Note: The leave account for a new full-time or part-time employee is automatically created with annual and sick leave if the accrual rate was not **0** on the Employee Detail window (**Figure 18**). Therefore, if an employee has a balance greater than **0**, the timekeeper must **[Update]** the record.

T&A Preparation

By selecting the applicable employee and clicking **[TA List]** on the Employee List window (**Figure 13**), timekeepers can access the T&A List window (**Figure 21**), or by clicking **[Biweekly]**, they can access the Biweekly T&A window (**Figure 23**). The T&A List window (**Figure 21**) provides a list by pay period of all T&A's for an employee while the Biweekly T&A window (**Figure 23**) goes directly to the active T&A. Timekeepers can navigate through the employee list on both windows by clicking **[Next Name]**, **[Prev Name]**, **[Next SSN]**, or **[Prev SSN]**. Timekeepers can also click **[Emp Detail]** to go directly to the Employee Detail window (**Figure 18**) for that employee. From the T&A List window (**Figure 21**), you can add a new T&A, change a T&A that has not yet been transmitted, prepare a split T&A, prepare a corrected T&A for a T&A that has been transmitted, merge a split T&A back into a regular T&A, and delete a T&A.

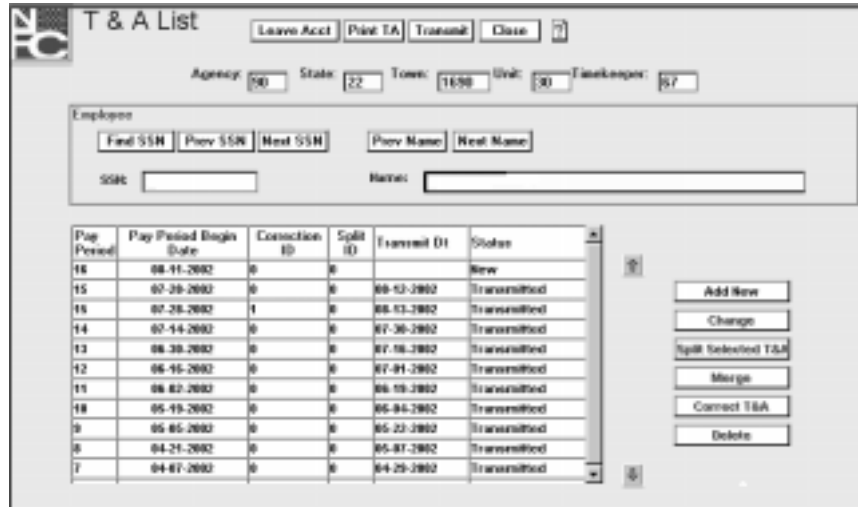


Figure 21. T&A List window

For more information see:

- [Maintaining A Header Record](#)
- [Preparing A T&A](#)
- [Using The Transaction Code Table List Pop-up](#)
- [Changing A T&A](#)
- [Preparing A Split T&A](#)
- [Merging T&A Records](#)
- [Preparing A Corrected T&A](#)

Maintaining A Header Record

This option allows you to maintain a header record for an employee. The employee’s header record contains information regarding the employee’s work schedule, advance leave status, standby/administratively uncontrollable overtime (AUO)/availability status, whether the T&A is for a new employee or a final T&A for an employee, and remarks by the timekeeper. The first time a T&A for an employee is prepared in STAR Web, the header record should be reviewed and modified, if applicable.

To maintain a header record:

1. On the employee’s Biweekly T&A window (**Figure 23**), click [**T&A Head**]. The T&A Header pop-up (**Figure 22**) appears.

Figure 22. T&A Header pop-up

2. Complete the fields as indicated under [T&A Header Pop-up Field Instructions](#).
3. Click [OK] to update the header record or [Cancel] to cancel the function. After clicking [OK] or [Cancel], you are returned to the Biweekly T&A window (Figure 23).

Preparing A T&A

The Biweekly T&A option allows timekeepers to enter T&A data at any time during the pay period rather than waiting until the end of the pay period. The Biweekly T&A window (Figure 23) displays the employee’s T&A.

Figure 23. Biweekly T&A window

To prepare a T&A:

1. On the STAR Web Main Menu (Figure 3), click [T&A Maintenance]. The Contact Point List window (Figure 12) is displayed with a list of contact points for that timekeeper.
2. On the Contact Point List window (Figure 12), select the applicable contact point and click [Employee List]. The Employee List window (Figure 13) is displayed.

3. Select the applicable employee and click **[TA List]** or **[Biweekly TA]** on the Employee List window (**Figure 13**). If you clicked **[TA List]**, the T&A List window (**Figure 21**) is displayed, or if you clicked **[Biweekly TA]**, the Biweekly T&A window (**Figure 23**) is displayed.
4. To prepare a new T&A or the first T&A for a new employee, on the T&A List window (**Figure 21**), click **[Add New]**.

OR

To work on a T&A that is **In Progress**, **Verified**, or in **Error** status, select the applicable T&A and click **[Change]**. This allows the timekeeper to enter data on a T&A at any time during the pay period. If a T&A is marked **Transmitted**, the **[Change]** option is not available. You must use the **[Correct T&A]** option.

After clicking **[Add New]** or **[Change]**, the Biweekly T&A window (**Figure 23**) is displayed.

Note: If this is the first T&A for a new employee, the New Employee Pay Period List pop-up (**Figure 19**) appears. Caution should be used when selecting the first pay period to avoid selecting the corresponding pay period from the previous year, and not the current year. For a new employee, select the applicable pay period and click **[OK]**.

5. After clicking **[OK]** on the New Employee Pay Period List pop-up (**Figure 19**) for a new employee, or for employees with existing T&A records, complete the fields as indicated under [Biweekly T&A Window Field Instructions](#).
6. After completing the applicable fields for each TC line, click **[Add]**.

Note: To the right of the Prefix, TC, and Suffix fields, you can click **[More]** to display a list of TC's. The Transaction Code Table List pop-up (**Figure 24**) appears. You can also search for a TC on the Transaction Code Table List pop-up (**Figure 24**). For more information on the Transaction Code Table List pop-up (**Figure 24**), see [Using The Transaction Code Table List Pop-up](#).



Figure 24. Transaction Code Table List pop-up

7. To change a TC record, select the applicable TC in the list box. The TC record appears in the detail area.

8. Make the applicable changes and click **[Update]**. The TC record is updated in the List Box. You cannot change the Prefix, TC, or Suffix fields. You can only change the Week1 Hrs, Week2 Hrs, and Accounting fields. If a TC, suffix, or prefix is incorrect, you must delete the TC line and re-enter it correctly.
9. If the TC entered is a dollar amount TC, complete the Dollar Amount field as indicated under [Biweekly T&A Window Field Instructions](#).
10. After completing the Dollar Amount field, click **[Validate Amt]**. STAR Web will automatically calculate a dollar amount value for Week 1 and Week 2.
11. After preparing the T&A, click **[Verify]**. If the T&A passes the STAR Web edits, the status is changed to verified, and **Verified** is displayed in the Status field. As long as an error is present, a T&A cannot be verified nor can it be transmitted. The error must be corrected before the T&A can be successfully verified. Only verified T&A's can be transmitted. As long as an error message is present, a T&A cannot be transmitted.
12. To prepare a T&A for another employee, click **[Next Name]**, **[Prev Name]**, **[Next SSN]**, or **[Prev SSN]** to scroll on the employee list, or type the SSN for the new employee in the SSN field and click **[Find SSN]**.

Using The Transaction Code Table List Pop-up

The Transaction Code Table List pop-up (**Figure 24**) appears when you click **[More]** on the Prefix, TC, and Suffix fields. The Transaction Code Table List pop-up (**Figure 24**) is used to display a list of available TC's. The list of TC's displayed on the Transaction Code Table List pop-up (**Figure 24**) contains only those TC's marked as enabled by the NFC Administrator.

To select a TC, prefix, or suffix:

1. On the Biweekly T&A window (**Figure 23**), click **[More]**. The Transaction Code Table List pop-up (**Figure 24**) appears.
2. Complete the fields in the Search box as indicated under [Transaction Code Table List Pop-up Field Instructions](#).

OR

Scroll down the table using the scroll bar and select the TC you wish to use.

3. Click **[Select]** to select the applicable TC or **[Clear]** to cancel the selection. You are returned to the Biweekly T&A window (**Figure 23**) after clicking **[Select]** or **[Clear]**.

To search for a TC on the Transaction Code Table List pop-up:

1. On the Biweekly T&A window (**Figure 23**), click **[More]**. The Transaction Code Table List pop-up (**Figure 24**) appears with a Transaction Code List Table Search box.
2. Complete the fields in the Transaction Code Table List Search box as indicated under [Transaction Code Table List Pop-up Field Instructions](#).
3. Click **[Search]** to search for the TC.

Changing A T&A

The Change option is used to update or change a T&A at any time prior to when a verified and released T&A is marked transmitted by TIME. You can make changes to the T&A header record, the employee's leave account, or the employee's T&A. If the T&A has already been transmitted, you must use the **Correct T&A** option. For more information on the **Correct T&A** option, see [Preparing A Corrected T&A](#). If a T&A has already been verified, but not transmitted, use the Change option.

To change a T&A:

1. On the Employee List window (**Figure 13**), select the applicable employee and click **[TA List]** or **[Biweekly TA]**. If you clicked **[TA List]**, the T&A List window (**Figure 21**) for that employee is displayed, or if you clicked **[Biweekly TA]**, you are brought directly to the Biweekly T&A window (**Figure 23**).
2. On the T&A List window (**Figure 21**), select the record to be changed and click **[Change]**. The Biweekly T&A window (**Figure 23**) is displayed.
3. If you are changing a TC line, select the applicable line, make the desired change(s), and click **[Update]**.

OR

Add the applicable TC line and click **[Add]**.

OR

Delete the applicable TC line and complete the STAR Web delete process. For information on the STAR Web delete process, see [Deleting Items In STAR Web](#).

4. After all changes are made, click **[Verify]** to verify the T&A.

Preparing A Split T&A

The Split Selected T&A option is used to prepare a split T&A. A split T&A is prepared when a change occurs during the pay period and different variables are applied to part of the pay period (i.e., LWOP balance). A split T&A requires the completion of two T&A's. When preparing a split T&A, enter the day before the change was effective in the Split Part 1 End Day field and the effective day of the change in the Split Part 2 Begin Day field.

Note: If either part of the split T&A contains an error, neither part will verify.

To prepare a split T&A:

1. On the Employee List window (**Figure 13**), select the applicable employee and click **[TA List]**. The T&A List window (**Figure 21**) for that employee is displayed.
2. Select the applicable record and click **[Split Selected T&A]** on the T&A List window (**Figure 21**).
3. The Split T&A Information pop-up (**Figure 25**) appears.

Split T & A Information

PLEASE ENTER THE FOLLOWING INFORMATION FOR EACH OF THE SPLIT T&A's

Split Part 1 Begin Day: Split Part 2 Begin Day:

Split Part 1 End Day: Split Part 2 End Day:

Figure 25. Split T&A Information pop-up

4. Complete the fields according to the instructions under [Split T&A Information Pop-up Field Instructions](#).
5. On the Split T&A Information pop-up (**Figure 25**), click **[Continue]** to continue preparing the split T&A or **[Cancel]** to cancel the function. If you click **[Continue]**, the T&A will appear on the T&A List window (**Figure 21**) on two lines, one for each part of the T&A.

Note: It is recommended that you complete both parts of a split T&A before verifying the T&A. Clicking **[Verify]** on either part of the T&A, verifies both parts of the T&A.

Note: When preparing a T&A for an employee who is moving from one agency to another (i.e., HC to JA) during the pay period, you must enter a split T&A at both the gaining and losing agency. However, STAR Web requires that when preparing a split, you must account for the entire pay period in order to verify a T&A.

The losing timekeeper must first prepare and **[Verify]** both parts of a split T&A with the correct TC lines documented on Part 1 for the losing agency. Part 2 should contain one TC line with appropriate data to pass the STAR Web edits for the tour of duty. After clicking **[Verify]**, the losing timekeeper changes the hours on Part 2 to **0**. This causes the status of Part 2 to be changed to *In Progress* while Part 1 remains *Verified*. Only Part 1 will be transmitted to NFC.

The gaining timekeeper also prepares both parts of a split T&A with the correct TC lines on Part 2 for the gaining agency. Part 1 should contain one TC line with appropriate data to pass the STAR Web edits for the tour of duty. After clicking **[Verify]**, the gaining timekeeper changes the hours on Part 1 to **0**. This causes the status of Part 1 to be changed to *In Progress* while Part 2 remains *Verified*. Only Part 2 will be transmitted to NFC.

Merging T&A Records

The Merge option is used to cancel a split T&A prior to transmission.

To merge:

1. On the Employee List window (**Figure 13**), select the applicable employee and click **[TA List]**. The T&A List window (**Figure 21**) for that employee is displayed.
2. Select either record of a split T&A on the T&A List window (**Figure 21**) and click **[Merge]**. The T&A is merged back into a regular T&A.
3. Update the T&A to reflect the hours originally listed on Part 1 of the T&A.

Note: The merge process does not combine Part 1 and Part 2 TC's. Only the data from Part 2 of the split is retained. You must update the T&A to reflect the correct information after choosing the merge option.

Preparing A Corrected T&A

The Correct T&A option is used to prepare a corrected T&A for a transmitted T&A from the T&A List. You can correct the header record, the employee's leave account, an employee's detail record, or the employee's T&A. Corrected T&A's are prepared for T&A's that have been transmitted for the current and last 25 pay periods. If the T&A has been released for transmission but not yet picked up by TIME and converted to transmitted, you must use the **Change** option. For more information on the **Change** option, see [Changing A T&A](#). If the T&A has only been verified, use the Change option.

To prepare a corrected T&A:

1. On the Employee List window (**Figure 13**), select the applicable employee and click **[TA List]**. The T&A List window (**Figure 21**) for that employee is displayed.
2. Select the applicable T&A and click **[Correct T&A]**. The Biweekly T&A window (**Figure 23**) is displayed.
3. Select the TC line to be corrected, make the applicable changes, and click **[Update]**.

OR

Add the applicable TC line and click **[Add]**.

OR

Select the TC line to be deleted and click **[Delete]**.

4. After all corrections are made, click **[Verify]** to reverify the T&A.
5. Transmit the corrected T&A after it has been verified.

Print Reports

The Print Reports option is used to print T&A's. When a timekeeper has access to more than one contact point, the Contact Point List window (**Figure 12**) is displayed when you click **[Print Reports]** on the STAR Web Main Menu (**Figure 3**). You must select the desired contact point on the Contact Point List window (**Figure 12**) and click **[Print Reports]**. After clicking **[Print Reports]**, you must select the applicable pay period in order to display the

Print Reports window (**Figure 26**). If the employee has access to only one contact point, click **[Print Reports]** on the STAR Web Main Menu to select the applicable pay period and display the Print Reports window (**Figure 26**). The Print Reports window (**Figure 26**) is sorted alphabetically by last name. If you wish to change the sort to sort the employees by SSN, click **[Sort By SSN]**.

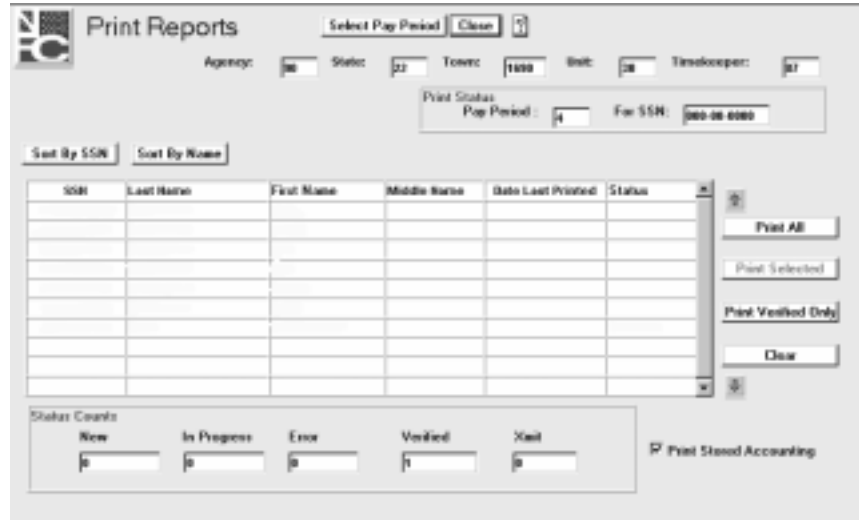


Figure 26. Print Reports window

Note: The Print Reports window (**Figure 26**) can also be accessed from the Biweekly T&A window (**Figure 23**), the T&A List window (**Figure 21**), and the Contact Point List window (**Figure 12**) (if you have access to more than one contact point).

For more information, see:

[Printing T&A's](#)

Printing T&A's

The Print Reports option allows you to print T&A's. T&A's should be printed and reviewed before being transmitted to NFC. You can print all of the T&A's for a contact point or a selected T&A for a contact point. The Status Counts box displays the new, in progress, error, verified, released, and transmitted T&A's. The SSN of the T&A being printed is updated as T&A's are printed.

To print T&A's:

1. If the timekeeper has access to more than one contact point, click **[Print Reports]** on the STAR Web Main Menu (**Figure 3**). The Contact Point list window (**Figure 12**) is displayed.

2. Select the applicable contact point and click **[Print List]**.

OR

If the timekeeper has access to only one contact point, click **[Print Reports]** on the STAR Web Main Menu. The Select Pay Period pop-up (**Figure 19**) appears.

3. Select the applicable pay period and click **[OK]** to proceed to print or **[Cancel]** to return to the Contact Point List window (**Figure 12**).

4. The Print Reports window (**Figure 26**) is displayed.
5. Complete the fields as indicated under [Print Reports Window Field Instructions](#).
6. To print all of the T&A's for a contact point, click **[Print All]** on the Print Reports window (**Figure 26**). The T And A Report pop-up (**Figure 27**) appears.

OR

To print a selected T&A, select the applicable T&A and click **[Print Selected]** on the Print Reports window (**Figure 26**). The T And A Report pop-up (**Figure 27**) appears.

OR

To print only those T&A's that have been verified, click **[Print Verified Only]** on the Print Reports window (**Figure 26**). The T And A Report pop-up (**Figure 27**) appears.

T and A Report

NAME: _____ SSN: _____ T & A PAY PERIOD: 4 DATE: 02/19/2003

T & A CONTACT POINT: 90 22 1658 30 87 FT PAY PERIOD DUTY: 80.8

ALT WORK SCHED: NORMAL

| TRAVEL CODE | TRAVEL DESCRIPTION | TRAVEL AMOUNT | WEEK 1 | WEEK 2 | ACCUMULATED DATA |
|-------------|----------------------------|---------------|--------|--------|------------------|
| 01 | REGULAR TIME | 40.00 | 40.00 | | 120 546 |
| | WEEKLY HOURS IN PAY STATUS | | 40 | 40 | |
| | TOTAL HOURS IN PAY STATUS | | | 80 | |
| | WEEKLY OTHER HOURS | | 0 | 0 | |
| | TOTAL OTHER HOURS | | | 0 | |

ANNUAL LEAVE CATEGORY: 6

SICK LEAVE CATEGORY: 4

REMARKS: 240

| LEAVE RECORD | | | | |
|--------------|-----------------|-------------|------|----------------|
| TYPE | BALANCE FORWARD | ACCUMULATED | USED | ENDING BALANCE |
| ANNUAL | 0 | 6.00 | 0.00 | 6 |
| SICK | 0 | 4.00 | 0.00 | 4 |

PAY PERIOD: 4

BEGIN DATE: 02/23/2003

END DATE: 03/08/2003

CERTIFIED TIMEKEEPER _____ EMPLOYEE _____ SUPERVISOR _____

Certified Correct: All Regular Time, Leave Overlap, Night Differential and Holiday Time was verified and corrected by User and Resolution.

Figure 27. T And A Report pop-up

7. After reviewing the T&A('s) to be printed, click **[Print]** to print the T&A('s).
8. Click **[Close]** to close the T And A Report pop-up and return to the Print Reports window (**Exhibit 26**).

Transmit T&A's

Transmit is used by the Transmitter to prepare a file of T&A's to be transmitted to NFC. To prepare a transmission file, click **[Transmit]** on the STAR Web Main Menu (**Figure 3**). When you click **[Transmit]**, you are brought to the Build JCL window (**Figure 7**) if JCL has not already been established. The Build JCL window (**Figure 7**) displays a Contact Point box listing the contact points which the Transmitter has access to. Once you select the applicable contact point, you are brought to the Prepare Transmit File window (**Figure 28**). The Prepare Transmit File window (**Figure 28**) displays an employee list in alphabetical order. You can change the sort to SSN by clicking **[Sort By SSN]**.

Note: The Prepare Transmit File window (**Figure 28**) can also be accessed from the Biweekly T&A window (**Figure 23**) and the T&A List window (**Figure 21**). Furthermore, if JCL has already been built, you are brought directly to the Prepare Transmit File window (**Exhibit 28**).

Figure 28. Prepare Transmit File window

For more information, see:

[Transmitting T&A's](#)

[Confirming The Transmission](#)

Transmitting T&A's

The Transmit option allows the transmitter to prepare a transmission file to transmit all T&A's for a contact point or for a selected T&A('s) for a contact point. As each T&A is transmitted, the Status field for each employee on the list will be identified as Released, and the Total Xmit T&A field will be updated.

To transmit T&A's:

1. Click **[Transmit]** on the STAR Web Main Menu (**Figure 3**). The Build JCL window (**Figure 7**) is displayed.
2. Select the applicable contact point and click **[Transmit]** to prepare the transmission file and transmit T&A's or **[Close]** to return to the STAR Web Main Menu.
3. If you click **[Transmit]**, the Select Pay Period pop-up (**Figure 19**) appears.
4. Select the applicable pay period and click **[OK]**.
5. The Prepare Transmit File window (**Figure 28**) for the applicable pay period and contact point is displayed.
6. Complete the fields as indicated under [Prepare Transmit File Window Field Descriptions](#).
7. To prepare a transmission file to transmit all T&A's for a contact point, click **[Xmit All]** on the Prepare Transmit File window (**Figure 28**), or to prepare a transmission file and

transmit a single T&A or a group of T&A(s) for a contact point, select the applicable employee(s) and click **[Xmit Selected]** on the Prepare Transmit File window (**Figure 28**).

Note: To select more than one specific T&A on the list, but not the entire list, select the applicable T&A's by selecting the T&A and holding down the **[Ctrl]** key until all applicable T&A's are selected.

8. Records that have been successfully transmitted will be marked *Released*. After TIME has pulled the T&A for Mainframe editing and application to the NFC database (or pulled for suspense), the status will be changed to *Transmitted*. A transmitted T&A marked as *Released* may be changed, but you must re-verify and re-transmit the T&A before it can be picked up by TIME. T&A's marked *Transmitted* cannot be changed. A corrected T&A must be prepared to adjust any data on a transmitted T&A.

Confirming The Transmission

NFC confirms receipt of T&A data by transmitting a confirmation report(s) to the designated printer listed in the JCL. If this report is not received, the user should check the status of the transmission file.

To verify the T&A data transmitted against the data received by NFC, a confirmation report should be printed at your location after each transmission. For more information on the Confirmation Report, see [Reporting](#). Be sure to match job numbers from the transmission and the confirmation.

Preceding the confirmation report is the JCL printout, which provides information relating to the file (job) that has been transmitted. The first page of the JCL printout is composed of the job number, job name, remote device number, and comments established by the STAR Web Administrator. The information is printed 6 times.

Immediately following the JCL printout is a 3-page report, JES2 Job Log-System SYSB-NODE NFC. This report indicates if transmission is complete, incomplete, or abended. If abended, an abend code (ABEND####) is provided indicating the reason for the code. If a confirmation report indicates that a transmission was abended, corrective action must be taken to ensure that the T&A's are retransmitted to NFC. If the Transmitter does not know how to resolve a particular abend code, he/she should contact his/her agency coordinator immediately.

The confirmation transmittal contains total hours, TC, and T&A totals.

The confirmation report follows the JES2 report and consists of two pages. This report should be used to verify T&A transmissions.

The Job Performance Report for Time### displays the steps involved in the transmission process. The message *Job Has Completed Successfully* indicates that the job has been completely transmitted. This report should also be given to the timekeeper(s) to verify transmission(s).

The End Job page (last page printed) is composed of JCL and indicates the end of the information from NFC regarding your transmission.

Note: Do not discard or misplace the Confirmation Report. It can be requested only once.

STAR WEB Field Instructions

This section presents the following topics

[Field Instructions for Logging In](#)

[Field Instructions for System Maintenance](#)

[Field Instructions for Tables Windows](#)

[Field Instructions for T&A Maintenance](#)

Field Instructions for Logging In

This section presents the following topics:

[Welcome Message Description](#)

[Warning Message Description](#)

[STAR Web Main Menu Field Instructions](#)

Welcome Pop-up Description

A Welcome Message (**Figure 1**) appears when you access STAR Web from the Application Launchpad on the NFC home page. For more information on the Welcome Message (**Figure 1**), see [Starting STAR Web](#).

Warning Message Description

A Warning Message (**Figure 2**) appears when you click **[STAR]** on the Welcome Message (**Figure 1**). The Warning Message (**Figure 2**) reminds users that they are connected to a government computer and all use is for official government purposes only. For more information on the Warning Message, see [Starting STAR Web](#).

STAR Web Main Menu Field Instructions

The STAR Web Main Menu is used for logging in to STAR Web (**Figure 3**). The STAR Web Main Menu contains command buttons used to select options in STAR Web. For log in instructions, see [Starting STAR Web](#).

| | |
|---------------------|---|
| Logon | ▽ |
| User ID | <i>Required, alphanumeric, 5-8 positions</i> Type your NFC Mainframe user ID. |
| Password | <i>Required, alphanumeric, 6-8 positions</i> Type your NFC Mainframe password. The first character must be an alpha character. |
| New Password | <i>Conditional, alphanumeric, 6-8 positions</i> Type your new NFC Mainframe password. The password will change due to (1) expiration of the old password or (2) any valid security issue that requires a change of the password. |

Confirm Password

Conditional, alphanumeric, 6-8 positions

Confirm your new NFC Mainframe password by typing the same password that you typed in the New Password field.

Database

Required

Click the down arrow to select the applicable database. If the user has access to only one database, this field defaults to the applicable database.

Field Instructions for System Maintenance

This section presents the following topics:

[Contact Point Maintenance Window Field Instructions](#)

[Build JCL Window Field Instructions](#)

[Copy Function Window Description](#)

Contact Point Maintenance Window Field Instructions

The Contact Point Maintenance window (**Figure 6**) is displayed when you click [**Contact Point**] on the STAR Web Main Menu. This window is used by the Application Administrator to add, view, modify, or delete STAR Web contact point records. You can search for a contact point record in the Search box on the Contact Point Maintenance window (**Figure 6**). For instructions on using the Contact Point Maintenance window (**Figure 6**), see [Adding Or Updating A Contact Point Record](#).

| | |
|---------------|---|
| Search | ▽ |
| Agency | <p><i>Required, alphanumeric, 2 positions</i></p> <p>Type the agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator or T&A Coordinator. If you type a % (percent sign) in the Agency field, the entire list of available contact point records is displayed.</p> |
| State | <p><i>Optional, numeric, 2 positions</i></p> <p>Type the state code (inside or outside the Continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographic Location Codes with Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.</p> <p>To find the applicable state code on www.gsa.gov, click Public Information, then Geographic Locator Codes on the Web site.</p> |
| Town | <p><i>Optional, numeric, 4 positions</i></p> <p>Type the town code. This code can be found on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographical Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.</p> <p>To find the applicable town code on www.gsa.gov, click Public Information, then Geographic Locator Codes on the Web site.</p> |

Unit *Optional, numeric, 2 positions*
Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.

Timekeeper *Optional, numeric, 2 positions*
Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper code, contact your System Administrator or T&A Coordinator.

Detail



Agency *Required, alphanumeric, 2 positions*
Type the user's agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator or T&A Coordinator.

State Code *Required, numeric, 2 positions*
Type the code that identifies the user's state (within or outside the continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographic Location Codes with Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.
To find the applicable state code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.

Town *Required, numeric, 4 positions*
Type the user's town code contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographical Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.
To find the applicable town code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.

Unit *Required, numeric, 2 positions*
Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.

TK Number *Required, numeric, 2 positions*
Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper number, contact your System Administrator or T&A Coordinator.

Street 1 *Optional, alphanumeric, 20 positions max.*
Type the first line of the organization's address.

| | |
|---------------------------|--|
| Street 2 | <i>Optional, alphanumeric, 20 positions max.</i> Type the second line of the organization's address. |
| City | <i>Optional, alphanumeric, 20 positions max.</i> Type the organization's city. |
| State | <i>Optional, alpha, 2 positions</i> Type the alpha 2-character state abbreviation. |
| ZIP | <i>Optional, numeric, 5 positions required, 4 positions optional</i> Type the organization's ZIP+4 code. |
| Phone | <i>Optional, numeric, 10 positions</i> Type the organization's phone number, including area code. The telephone number must be typed in the XXX-XXX-XXXX format. |
| Comp Time Rollover | <i>Optional</i> Click this box to roll over your compensatory time. Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. Follow your agency policy regarding compensatory time balances at the end of the leave year. A check will appear in this box. If this box is left blank, the compensatory time balance is zeroed out at the beginning of the new leave year. If you are unsure of your agency policy or procedure, contact your personnel office. If your agency issues payment when compensatory time is zeroed out, you must submit Form AD-581, Lump Sum Leave Or Compensatory Time Payments. |
| List Box | <i>No entry</i> This box is system generated and contains a list of the contact points that you have access to. |

Build JCL Window Field Instructions

The Build JCL window (**Figure 7**) is displayed when you click **[Transmit]** on the STAR Web Main Menu. This window is used by the Transmitter to establish or change JCL and to search for a JCL. An agency must use JCL which reflects your agency's specifications when transmitting via STAR Web. It is recommended that you review the Confirmation Report to make sure that files were successfully transmitted. For instructions on JCL, see [Building JCL](#).

Search By



Agency

Required, alphanumeric, 2 positions

Type the agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator or T&A Coordinator. If you type a % (percent sign) in the Agency field, the entire list of available contact point records is displayed.

State

Optional, numeric, 2 positions

Type the state code (inside or outside the Continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographic Location Codes with Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator. To find the applicable state code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.

Town

Optional, numeric, 4 positions

Type the town code. This code can be found on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographical Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coordinator. To find the applicable town code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.

Unit

Optional, numeric, 2 positions

Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.

Timekeeper

Optional, numeric, 2 positions

Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper code, contact your System Administrator or T&A Coordinator.

JCL Parm



Test/Prod

Required, alpha, 4 positions

For a list of valid values, see [Test/Prod Table](#).

JCL files can be changed to send transmission files as a test (i.e., transmitted T&A's **are not processed** through production files by NFC), or the JCL file can be changed to send transmission files to production (i.e., transmitted T&A's **are processed** through production files by NFC).

Note: Agencies should be advised that when changing from test to production, the first 2 characters of the job name must be entered in the Job Name field. STAR

Web automatically moves the cursor to the Job Card Name field upon entering **PROD**.

After you type your entry, the cursor moves to the Job Card Comments field. If **TEST** is entered, the cursor moves to the Remote Number field.

Job Name Id

Conditional, alphanumeric, 2 positions

This field is initially blank. To change from test to production, the first 2 characters of the job name must be entered in this field. For USDA agencies, type **FP**. For non-USDA agencies, type the 2 characters assigned to your agency. When changing from production to test, the system generates this field, and no entry is allowed. After the first 2 positions, the remainder of this field is system generated.

Remote Id

Conditional, alphanumeric, 16 positions max.

Type your NFC-assigned printer ID.

Job Card Comments

Optional, alphanumeric, 16 positions max.

This field is for agency use, as needed, such as for telephone number, initials, etc.

Note: Periods, hyphens, etc., should not be entered into this field. Inappropriate use may cause problems with the file once it has been transmitted to the Mainframe for processing.

JCL Deck ▾

List Box

No entry

This group of fields is system generated based on the information entered in the above fields and the user ID and password utilized to transmit actual T&A's.

Contact Point ▾

List Box

No entry

This field is system generated based upon the contact points the Transmitter has access to. This list of contact points is used to copy JCL from one contact point to another contact point.

Copy Function Field Descriptions

The Copy Function window (**Figure 8**) is displayed when you click **[Copy To]** on the Build JCL window (**Figure 7**). The Copy Function window (**Figure 8**) is used to copy the JCL of one contact point to the desired contact point(s) when the Transmitter wishes to use the same JCL. For more information on the Copy Function window (**Figure 8**), see [Copying JCL To Another Contact Point](#).

Selected Contact Point



Agency

No Entry

The 2-character agency code of the selected contact point is displayed in this field. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau.

State

No Entry

The 2-digit state code of the selected contact point is displayed in this field. A list of state codes is displayed in TMGT, Table 016, Geographical Location Codes With Names.

Town

No Entry

The 4-digit town code of the selected contact point is displayed in this field. A list of town codes is displayed in TMGT, Table 016, Geographical Location Codes With Names.

Unit

No Entry

The 2-digit agency-assigned unit code of the selected contact point is displayed in this field. The unit code is assigned by the agency to identify each contact point within a town.

Timekeeper Code

No Entry

The 2-digit agency-assigned Timekeeper code of the selected contact point is displayed in this field.

List Box

No entry

This field is system generated based upon the contact points the Transmitter has access to. This list of contact points is used to copy JCL from one contact point to another contact point.

Field Instructions for Tables Windows

This section presents the following topics:

[Transaction Code List Window Field Instructions](#)

[Pay Period List Window Field Instructions](#)

[Leave Type List Window Field Instructions](#)

Transaction Code List Window Field Instructions

The Transaction Code List window (**Figure 9**) is displayed when you click [**Tran Codes**] on the STAR Web Main Menu. This window displays a TC table used by Timekeepers when preparing T&A's. It also allows users to search for a specific TC on the table. If a new TC is added, the NFC Administrator will add the new TC to the NFC Mainframe and to the TC Table in STAR Web. For more information on the Transaction Code List window (**Figure 9**), see [Updating A Transaction Code](#).

| | |
|--------------------------------|---|
| Search | ▽ |
| TC | <i>Required, numeric, 2 positions</i> Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TC's can be found in TMGT Table 032, Transaction Codes, or in Title I, Chapter 7, Section 1, Time and Attendance Instructions. If you type a % (percent sign) in the TC field, all TC's are displayed. |
| Detail | ▽ |
| Transaction Code Prefix | <i>Conditional, numeric, 2 positions max.</i> Type the 2-digit prefix, if applicable. The TC prefix is a code used to record the percentage rate for environmental differential pay and danger pay and to expand the definition for certain TC's or to create a new TC and definition when the TC has been previously used without a prefix. For more information on prefixes, see Title I, Chapter 7, Section 1, Time And Attendance Instructions. This field will be completed by the NFC Administrator. |
| Trans Code | <i>Required, numeric, 2 positions max.</i> Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TC's can be found in TMGT Table 032, Transaction Codes, and in Title I, Chapter 7, Section 1, Time And Attendance Instructions. This field will be completed by the NFC Administrator. |

| | |
|--------------------------|--|
| Suffix | <p><i>Conditional, numeric, 2 positions max.</i></p> <p>Type the 1-digit suffix, if applicable. The transaction suffix is used to record differential, union representation, and to supplement certain TC's to vary their meaning. For more information on suffixes, see Title I, Chapter 7, Section 1, Time And Attendance Instructions. This field will be completed by the NFC Administrator.</p> |
| Description | <p><i>Required, alphanumeric, 49 positions max.</i></p> <p>Type the TC description. This field will be completed by the NFC Administrator.</p> |
| Short Description | <p><i>Required, alphanumeric, 25 positions max.</i></p> <p>Type the short description of the TC. This description displays on the Transaction Code Selection List pop-up (Figure 24). Descriptions from the Transaction Code Selection List pop-up are displayed in the List Box on the Biweekly T&A window (Figure 23). This field will be completed by the NFC Administrator.</p> |
| Leave Type | <p><i>Conditional, alpha</i></p> <p>Click [More] to display the Leave Type List window (Figure 11). This option is used when a new leave TC is being added to the Payroll/Personnel System. After completing the fields on the Leave Type List window (Figure 11), click [Close] on the Leave Type List window to return to the Transaction Code List window (Figure 9). This field will be completed by the NFC Administrator.</p> |
| Max PP: | <p><i>Conditional, numeric, 6 positions max., 2 fraction positions</i></p> <p>This field is used to record pay period limitation amounts. Type the number of whole hours (or days) in the first four positions. If fractions must be recorded, see the Fractions Of Hours Table. This field will be completed by the NFC Administrator.</p> |
| Type TC | <p><i>Required</i></p> <p>Click the down arrow to display the type of TC. For a list of the valid values, see TC Type Table. This field will be completed by the NFC Administrator.</p> |
| Enabled | <p><i>Required, alpha, 1 position</i></p> <p>Click the down arrow to choose Y or N to indicate whether or not to enable this TC. This field is used to shorten the list of TC's seen by Timekeepers when using the Transaction Code Table List Search (Figure 24) pop-up. This field defaults to Y with all TC's marked as enabled. This field will be completed by the NFC Administrator.</p> |

Accrue Flag

Required, alpha, 1 position

Click the down arrow to choose **Y** or **N** to indicate whether or not this TC is included in the leave accrual calculation. This field defaults to **Y** when the fields are blank for adding a new TC. This field will be completed by the NFC Administrator.

Top Flag

Optional, alpha, 1 position

Click the down arrow to choose **Y** or **N** to indicate if this TC requires accounting. This field defaults to **Y** when the fields are blank for adding a new TC. This field will be completed by the NFC Administrator.

List Box

No entry

This field is system generated and displays a list of TC's available to the agency. These TC's are found in Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Pay Period List Window Field Instructions

The Pay Period List window (**Figure 10**) is displayed when you click **[Pay Period]** on the STAR Web Main Menu. The Pay Period List window (**Figure 10**) is a read-only window maintained by the NFC Administrator. The Pay Period List window (**Figure 10**) displays the previous year's pay periods, the current year's pay periods, and the future year's pay periods. STAR Web provides a **Generate Pay Periods** option to generate additional pay periods. For more information on the Pay Period List window (**Figure 10**), see [Pay Period](#).

List Box

No entry

This field is system generated and displays a list of pay periods and corresponding beginning and ending dates.

Maintain Pay Period

▽

Number

Required, numeric, 2 positions

Type the 2-digit number of the pay period you wish to add to the table. This field will be completed by the NFC Administrator.

Begin Date

Required, numeric, 8 positions

Type the beginning date of the pay period you wish to add to the table. The date must be in **MM-DD-YYYY** format. This field will be completed by the NFC Administrator.

Leave Type List Window Field Instructions

The Leave Type List window (**Figure 11**) is displayed when you click **[Leave Type]** on the STAR Web Main Menu. The Leave Type List window (**Figure 11**) displays the leave types used by Timekeepers when preparing T&A's and allows users to search for a leave type on the table. The only time a leave type can be added to the table is when a leave TC is added to the Payroll/Personnel System. In the event that a leave TC is added to the Payroll/Personnel System, the NFC Administrator will add the new leave type to the leave type table after adding the TC to the TC table. For more information on the Leave Type List window (**Figure 11**), see [Adding A Leave Type To The Leave Type Table](#).

Search ▾

Type *Conditional, alpha, 4 positions*
Type the whole or partial 4-character leave type abbreviation. If you enter data into this field, leave the description field blank. For a list of valid values, see the [Leave Type Table](#).

OR

Description *Conditional, alpha, 35 positions max.*
Type the whole or partial leave type description. If you enter data into this field, leave the Type field blank. For a list of valid values, see the [Leave Type Table](#).

Note: If you type a % (percent sign) in either field, the entire Leave Type List table is displayed.

Detail ▾

Type *Required, alpha, 4 positions*
Type the 4-character abbreviation of the leave type. This field is completed by the NFC Administrator.

Description *Required, alpha, 35 positions max.*
Type the description of the leave type. This field is completed by the NFC Administrator.

Long Name *Required, alpha, 20 positions max.*
Type the long name of the leave type. This field is completed by the NFC Administrator.

Max Balance *Required, numeric, 5 positions max.*
Type the maximum hours balance for the leave type. Type the number of whole hours in the first four positions. If fractions must be recorded, see the [Fractions Of Hours Table](#). This field is completed by the NFC Administrator.

Init Forward

Required, numeric, 6 positions max.

Type the leave balance brought forward for the leave type. Type the number of whole hours in the first four positions. If fractions must be recorded, see the [Fractions Of Hours Table](#). This field is completed by the NFC Administrator.

Data Type

Required, alpha, 1 position

Click the down arrow to select the data type. For a list of data types, see the [Data Type Table](#). The default for this field is blank. This field is completed by the NFC Administrator.

Earned Used

Required, alpha, 1 position

Click the down arrow to indicate whether or not this leave type subtracts time from the leave balance. Valid values are **Y** (yes) and **N** (no). The default for this field is blank. This field is completed by the NFC Administrator.

Accrued

Required, alpha, 1 position

Click the down arrow to indicate whether or not this is an accrued leave type. Valid values are **T** (true) to indicate that this is an accrued leave type or **F** (false) to indicate that this leave type is not accrued. The default for this field is blank. This field is completed by the NFC Administrator.

List Box

No entry

This field is system generated and displays a list of leave types.

Field Instructions for T&A Maintenance

This section presents the following topics:

[Contact Point List Window Field Instructions](#)

[Employee List Window Field Instructions](#)

[Employee Detail Window Field Instructions](#)

[Employee Leave Account Window Field Instructions](#)

[T&A List Window Field Descriptions](#)

[T&A Header Pop-up Field Instructions](#)

[Pop-up Description](#)

[Biweekly T&A Window Field Instructions](#)

[Transaction Code Table List Pop-up Field Instructions](#)

[Split T&A Information Pop-up Field Instructions](#)

[Print Reports Window Field Instructions](#)

[T And A Report Pop-up Description](#)

[Prepare Transmit File Window Field Descriptions](#)

Contact Point List Window Field Instructions

The Contact Point List window (**Figure 12**) is displayed with a Search By box when you click **[TA Maintenance]**, **[Print Reports]**, or **[Transmit]** on the STAR Web Main Menu if a Timekeeper has access to more than one contact point. This window is used to designate the applicable contact point for a Timekeeper and to search for a contact point on the list. For more information on the Contact Point List window (**Figure 12**), see [About T&A List](#).

Search By

Agency

Required, alphanumeric, 2 positions

Type the agency code. This code can be found in TMGT, Table 023, Agency/Bureau. This table contains the agency/bureau code, the servicing agency/bureau code, and the name of the agency/bureau. If you are unsure of your agency code, contact your System Administrator or T&A Coordinator. If you type a % (percent sign) in the Agency field, the entire list of available contact point records is displayed.

State

Optional, numeric, 2 positions

Type the state code (inside or outside the Continental United States). A list of state codes is contained on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographic Location Codes with Names. If you are unsure of your state code, contact your System Administrator or T&A Coordinator.

To find the applicable state code on www.gsa.gov, click **Public Information**, then **Geographic Locator Codes** on the Web site.

| | |
|-------------------|--|
| Town | <p><i>Optional, numeric, 4 positions</i></p> <p>Type the town code. This code can be found on the Internet at www.gsa.gov, and in TMGT, Table 016, Geographical Location Codes With Names. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.</p> <p>To find the applicable town code on www.gsa.gov, click Public Information, then Geographic Locator Codes on the Web site.</p> |
| Unit | <p><i>Optional, numeric, 2 positions</i></p> <p>Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If you are unsure of your unit code, contact your System Administrator or T&A Coordinator.</p> |
| Timekeeper | <p><i>Optional, numeric, 2 positions</i></p> <p>Type the agency-assigned number that identifies the Timekeeper. If you are unsure of your Timekeeper code, contact your System Administrator or T&A Coordinator.</p> |
| List Box | <p><i>No entry</i></p> <p>A list of available contact points for a Timekeeper is displayed in this box. Select the desired contact point and click the applicable command button.</p> |

Employee List Window Field Instructions

The Employee List window (**Figure 13**) is displayed when you click **[T&A Maintenance]** on the STAR Web Main Menu. The Employee List window (**Figure 13**) displays a list of employees for a contact point for a specific Timekeeper. The Search box is used to search for an employee on the Employee List. For instructions on using the Search box, see [Searching For An Employee Record](#).

| | |
|---------------|--|
| Agency | <p><i>No Entry</i></p> <p>The 2-character agency code of the employee is displayed in this field. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau.</p> |
| State | <p><i>No Entry</i></p> <p>The 2-digit state code of the employee is displayed in this field. A list of state codes is displayed in TMGT, Table 016, Geographical Location Codes With Names.</p> |
| Town | <p><i>No Entry</i></p> <p>The 4-digit town code of the employee is displayed in this field. A list of town codes is displayed in TMGT, Table 016, Geographical Location Codes With Names. This field defaults to the</p> |

Unit *No Entry*
The 2-digit agency-assigned unit code of the employee is displayed in this field. The unit code is assigned by the agency to identify each contact point within a town.

Timekeeper Code *No Entry*
The 2-digit agency-assigned Timekeeper code of the employee is displayed in this field.

Search ▾

Last Name *Conditional, alpha, 17 positions max.*
Type the employee's complete or partial last name. A list of all names beginning with the letters typed will appear. To display a list of all names, type % (percent sign).

OR

SSN *Conditional, numeric, 9 positions*
Type the employee's complete SSN. You cannot type a partial SSN. STAR Web only searches for complete SSN's.

List Box *No entry*
This field is system generated and displays a list of the employees for a contact point. Select the desired employee and click the applicable command button. The employee list may be sorted by either name or SSN.

Employee Detail Window Field Instructions

The Employee Detail window (**Figure 18**) is used by the Timekeeper to add/update employee records. The Employee Detail window (**Figure 18**) is displayed by clicking **[Add]** or by selecting an employee and clicking **[Update]** on the Employee List window (**Figure 13**). For instructions on adding/updating employee records, see [Adding Or Updating An Employee Record](#).

Employee ▾

SSN *Required, numeric, 9 positions*
Type the employee's 9-digit SSN.

Last Name *Required, alphanumeric, 17 positions max.*
Type the employee's last name.

First *Required, alphanumeric, 12 positions max.*
Type the employee's first name.

Middle *Optional, alphanumeric, 12 positions max.*
Type the employee's middle name.

Other Info ▾

Work Schedule *Required*
Click the down arrow to select the employee's work schedule. For definitions of the valid values, see the [Work Schedule Table](#). This field defaults to **Full Time**.

Pay Plan *Required, alpha, 2 positions*
Click the down arrow to select the employee's pay plan. For definitions of the valid values, see the [Pay Plan Table](#). This field defaults to **General Schedule**.

Tour of Duty *Required, numeric, 6 positions max.*
Type the number of hours in the employee's tour of duty. Type the number of hours in the first 4 positions, and if fractions are necessary, type a "." and the fraction in the last 2 positions. For definitions of the valid fraction values, see the [Fractions Of Hours Table](#). This field defaults to **80.0**.

Special Type *Conditional, alpha, 13 positions max.*
Click the down arrow to select the employee's special employment type code. For definitions of the valid values, see the [Special Type Table](#).

Leave Information ▾

Annual Leave Category *Required, numeric, 1 position*
Click the down arrow to select the employee's annual leave category. This field defaults to **4**. For definitions of the valid values, see the [Annual Leave Category Table](#).

Sick Leave Category *Required, numeric, 1 position*
Click the down arrow to select the employee's sick leave category. This field defaults to **4**. For definitions of the valid values, see the [Sick Leave Category Table](#).

Annual Leave Ceiling *Required, numeric, 3 positions*
Type the number of hours for the employee's annual leave ceiling. This field defaults to **240**.

Contact Point ▾

Agency

Conditional, alphanumeric, 2 positions

The employee's 2-character agency code is displayed in this field. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau. This field defaults to the agency code for the contact point in which the Timekeeper is working. If the employee is moving from one contact point to another, the losing timekeeper must update this field so that the gaining timekeeper will be able to access the employee's records. Once this is done, the employee will appear on the gaining timekeeper's employee list.

State

Conditional, numeric, 2 positions

The employee's 2-digit state code is displayed in this field. A list of state codes is displayed in TMGT, Table 016, Geographical Location Codes With Names. This field defaults to the state code for the contact point in which the Timekeeper is working. If the employee is moving from one contact point to another, the losing timekeeper must update this field so that the gaining timekeeper will be able to access the employee's records. Once this is done, the employee will appear on the gaining timekeeper's employee list.

Town

Conditional, numeric, 4 positions

The employee's 4-digit town code is displayed in this field. A list of town codes is displayed in TMGT, Table 016, Geographical Location Codes With Names. This field defaults to the town code for the contact point in which the Timekeeper is working. If the employee is moving from one contact point to another, the losing timekeeper must update this field so that the gaining timekeeper will be able to access the employee's records. Once this is done, the employee will appear on the gaining timekeeper's employee list.

Unit

Conditional, numeric, 2 positions

The employee's 2-digit agency-assigned unit code is displayed in this field. The unit code is assigned by the agency to identify each contact point within a town. This field defaults to the unit code for the contact point in which the Timekeeper is working. If the employee is moving from one contact point to another, the losing timekeeper must update this field so that the gaining timekeeper will be able to access the employee's records. Once this is done, the employee will appear on the gaining timekeeper's employee list.

Timekeeper Code

Conditional, numeric, 2 positions

The employee's 2-digit agency-assigned Timekeeper code is displayed in this field. This field defaults to the Timekeeper code for the contact point in which the Timekeeper is working. If the employee is moving from one contact point to another, the losing timekeeper must update this field so that the gaining timekeeper will be able to access the employee's records. Once this is done, the employee will appear on the gaining timekeeper's employee list.

Employee Leave Account Window Field Instructions

The Employee Leave Account window (**Figure 20**) is displayed when you select an employee and click **[Leave Account]** from the Employee List window (**Figure 13**) or the Biweekly T&A window (**Figure 23**). The Employee Leave Account window (**Figure 20**) is used to maintain an employee's leave information. For instructions on using the Employee Leave Account window (**Figure 20**), see [Adding Or Updating A Leave Type Record](#). The Employee Leave Account window (**Figure 20**) is also displayed after you select the beginning pay period when adding a new employee.

Employee ▾

SSN

No entry

This field is system generated from the employee's detail record. The employee's 9-digit SSN is displayed in this field.

Name

No entry

This field is system generated from the employee's detail record. The employee's name is displayed in this field.

Detail ▾

Type

Required, alpha, 4 positions

The first part of this field is system generated from the selection made in the second part of the field. A 4-character abbreviation of the leave type is displayed in the first part of the field. If you know the 4-character abbreviation of the leave type, you may type it in lieu of clicking the down arrow. To display the list of leave types, click the down arrow. For a list of the valid values, see [Leave Type Table](#).

Forward

Conditional, numeric, 7 positions

Type the number of whole hours in the first four positions. If fractions must be recorded, type a "." (period) and the fraction in the last 2 positions. For a list of the valid values, see [Fractions Of Hours Table](#). STAR Web defaults to **0** if no entry is made in this field.

Note: When recording leave earned from a Time Off Award, leave used is subtracted from the Forward balance, not added.

Accrued

No entry

This field is system generated. This field displays the employee's accrued leave category and is generated from the employee's detail record.

Used

Conditional, numeric, 7 positions

This field is system generated and displayed in hours for all leave types except regular military leave. Military leave used must be entered in days used. When displaying hours, the number of whole hours is displayed in the first four positions and, if applicable, the fraction in the last 2 positions. For a list of the valid fraction values, see [Fractions Of Hours Table](#). STAR Web defaults to **0.00**.

**Part-Time Unapplied Sick
Or MILR Part One
Forward**

Conditional, numeric, 6 positions max.

When Sick Leave is selected, this field is used to record unapplied sick leave hours for part-time employees. Type the number of unapplied hours in this field. Type the number of whole hours in the first 4 positions. If fractions must be recorded, type a “.” (period) and the fraction in the last 2 positions. Part-time employees earn 1 hour of sick leave for each 20 hours worked not to exceed 4 hours earned per pay period. All hours worked in excess of the basic work requirement of a part-time employee, including overtime, are counted in determining the biweekly accrual of sick leave, up to a maximum of 80 hours in pay status per pay period. Divide the total number of hours worked by 20. If the result is not evenly divisible, the remainder is called unapplied hours and is carried forward to use in computing the leave earned for the next pay period.

When Military Leave Regular is selected, this field is used to record the forward hours on Split Part 1 when preparing a Split T&A for a military employee.

**Part-Time Unapplied
Annual Or MILR Part One
Used**

Conditional, numeric, 6 positions max.

When Annual Leave is selected, this field is used to record unapplied annual leave hours for part-time employees. Type the number of whole hours in the first 4 positions. If fractions must be used, type a “.” (period) and the fraction in the last 2 positions. Type the number of unapplied hours in this field. Part-time employees earn annual leave on pro rata basis depending on the leave category and the number of hours worked. Employees in Leave Category 4 earn 1 hour for each 20 hours worked; Leave Category 6, 1 hour for each 13 hours worked; Leave Category 8, 1 hour for each 10 hours worked. All hours worked in excess of the basic work requirement for a part-time employee, including overtime, are counted in determining the biweekly accrual of annual leave, up to a maximum of 80 hours in pay status per pay period. Divide the total number of hours worked by the minimum hour requirement (i.e., 10, 13, or 20). If the result is not evenly divisible, the remainder is called unapplied hours and is carried forward to use in computing the leave earned for the next pay period.

When Military Leave Regular is selected, this field is used to record the used hours on Split Part 1 when preparing a Split T&A for a military employee.

List Box

No entry

This field is system generated based on the information entered by the Timekeeper in the detail area. The leave type, amount brought forward, amount accrued, amount used, and the balance to date are displayed in this field.

Pay Period

▽

Number

No entry

This field is system generated. The pay period is displayed in this field.

Begin Date

No entry

This field is system generated. The beginning date of the pay period is displayed in this field.

T&A List Window Field Descriptions

The T&A List window (**Figure 21**) is displayed when you select an employee on the Employee List window (**Figure 13**) and click **[TA List]**. The T&A List window (**Figure 21**) provides a list, by pay period, for all T&A's currently on the database for the employee and a status of each. For more information on the T&A List window (**Figure 21**), see [About T&A List](#).

Agency

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character agency code for the contact point selected is displayed in this field.

State

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character state code for the contact point selected is displayed in this field.

Town

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 4-character town code of the contact point selected is displayed in this field.

Unit

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character unit code of the contact point selected is displayed in this field.

Timekeeper

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character timekeeper code of the contact point selected is displayed in this field.

| | |
|-----------------|---|
| Employee | ▽ |
| SSN | <i>No entry</i> This field is system generated based on the employee selected on the Employee List window (Figure 13). The employee's 9-digit SSN is displayed in this field. |
| Name | <i>No entry</i> This field is system generated based on the employee selected on the Employee List window (Figure 13). The employee's name is displayed in this field. |
| List Box | <i>No entry</i> This field is system generated. A list of T&A's, by pay period, for an employee is displayed in this field. |

T&A Header Pop-up Field Instructions

The T&A Header pop-up (**Figure 22**) appears when you click **[T&A Head]** on the Biweekly T&A window (**Figure 23**). The T&A Header pop-up (**Figure 22**) contains all of an employee's T&A header information for the pay period. For instructions on the T&A Header pop-up (**Figure 22**), see [Maintaining A Header Record](#).

| | |
|-------------------------|--|
| Pay Period | ▽ |
| Number | <i>No entry</i> This field is system generated based on the selection made on the T&A List window (Figure 21). The pay period number is displayed in this field. |
| Begin Date | <i>No entry</i> This field is system generated. The beginning date of the pay period is displayed in this field. |
| Status | <i>No entry</i> This field is system generated based on the Status field on the Biweekly T&A window (Figure 23). It displays the status of the T&A. For a list of the valid values and definitions of the values, see Status Table . |
| Corrected Record | <i>No entry</i> This field is system generated when [Correct T&A] is selected on the T&A List window (Figure 21) and indicates a corrected T&A. A check mark will appear in the first part of this field if this is a corrected T&A. The record number is displayed in the second part of this field. |

Split/Part *No entry*

This field is system generated when [**Split Selected T&A**] is selected on the T&A List window (**Figure 21**) and indicates a split T&A. A check mark will appear in the first part of this field if this is a split T&A. The part number is displayed in the second part of this field. Valid values are **1** or **2**.

Detail ▽

New Employee *Conditional, 1 position*

Click this field if the employee is a new employee. A check mark appears in this field to indicate a new employee

Accrue Leave *Conditional, 1 position*

Click this box if the employee is eligible to accrue leave. The default for this box is blank. A check mark will appear in this box if this box is checked.

Begin ▽

Day *Conditional, numeric, 2 positions*

Click the down arrow to select the beginning day of the pay period for the employee. This field is used for a new employee. If data is entered into this field, the Date field is system generated. Valid values are **1-14**.

Date *Conditional, numeric, 8 positions*

Type the beginning date for a new employee. If data is entered into this field, the Day field is system generated. The date is in the **MM/DD/YYYY** format.

End ▽

Day *Conditional, numeric, 2 positions*

Click the down arrow to select the ending day in pay status of the pay period for a separating employee. This field is used for an employee with a final T&A. If data is entered into this field, the Date field is system generated.

Date *Conditional, numeric, 8 positions*

Type the last date in pay status for a separating employee. If data is entered into this field, the Day field is system generated. The date is in the **MM/DD/YYYY** format.

Final T&A *Conditional*

Click the down arrow to indicate if this is the final T&A for an employee. Valid values for non-Department of Justice employees are **Not Final T/A** and **Final T/A**. Valid values for Department of Justice are:

Not Final T/A
Final T/A
1st Week FLSA
1st Wk + Final
2nd Week FLSA
2nd Wk + Final
Bothweek FLSA
Both Wk + Final

AWS

Required, numeric, 1 position

Click the down arrow to select the alternate work schedule (AWS) options. For a list of the valid values, see [AWS Table](#). This field defaults to **Normal Schedule**.

Days Worked

Conditional, numeric, 2 positions

Click the down arrow to select the number of days worked by the employee. Valid values are **00-14**.

Advance Leave

Conditional, alpha, 17 positions max.

Click the down arrow if the employee has been granted advanced leave. If an employee has been granted advanced leave in a prior pay period and has a negative annual and/or sick leave balance for the current pay period, the employee must be coded for advance leave. For a list of the valid values, see [Advance Leave Table](#).

Wage Shift FEGLI

Conditional, alpha, 13 positions max.

Click the down arrow if the employee is eligible for Federal Employees Group Life Insurance (FEGLI) wage shift. If the employee is coded as General Schedule employee, the valid values are:

blank
Normal T&A
Exceed Biweek

If the employee is coded as Wage Grade employee, the valid values are:

First Shift
Second Shift
Third Shift
Varied Shift

Standby/AUO/Avail Pay ▾

Flag

Conditional, 1 position

Click this field if the employee is eligible for standby/AUO hours.

Standby/AUO hours are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty. A check mark will appear in this field. The default is this field blank.

First (1st) Week

Conditional, numeric, 2 positions

Type the number of standby/AUO hours authorized for the first week of the pay period. Valid values are **01-40**.

Second (2nd) Week

Conditional, numeric, 2 positions

Type the number of standby/AUO hours authorized for the second week of the pay period. Valid values are **01-40**.

Percent (%) Premium

Conditional, numeric, 2 positions

Click the down arrow to display the percentage of pay differential entitlements that will be used to compute the employee's pay for Standby/AUO worked.

Valid values are **02, 05, 07, 10, 12, 15, 17, 20, 22, 25, or 99**.

NFC Use

Conditional, alpha, 2 positions

Click the down arrow to display the type of employee. For a list of the valid values, see [Type Of Employment Table \(NFC Use\)](#).

Accounting Data Usage Code

Required, numeric, 1 position

Click the down arrow to indicate whether or not to use stored accounting. For a list of the valid values, see [Accounting Data Usage Code Table](#). The default for STAR Web is the entry of accounting on each line of the T&A each pay period.

Note: Accounting cannot be stored on a corrected T&A.

Stored Accounting

No entry

This field is system generated. If the agency uses stored accounting, the stored accounting is displayed in this field.

Note: If a **2** is displayed, stored accounting is being used. If stored accounting was being used when the Timekeeper began using STAR Web, the stored accounting will not be displayed in this field; however, it will be used by STAR Web. To display the stored accounting from PC-TARE or STAR in STAR Web, you must enter a **1** in the Accounting Data Usage Code in STAR Web once.

Remarks

Optional, alphanumeric, 254 positions max.

Use this field to enter any remarks by the Timekeeper. These remarks appear on the T&A; however, only the first 23 positions are transmitted to NFC.

New Employee Pay Period List Pop-up Description

The New Pay Period List pop-up (**Figure 19**) appears when you click **[Add New]** on the T&A List window (**Figure 21**) for a new employee or for a pay period in which a T&A was not prepared for an employee. The New Employee Pay Period List pop-up (**Figure**) also appears when selecting the applicable pay period for transmitting and printing T&A's. For more information on the New Employee Pay Period List pop-up (**Figure**), see [Preparing A T&A](#), [Transmitting T&A's](#), or [Printing T&A's](#).

On the New Employee Pay Period List pop-up (**Figure**), select the applicable pay period. After selecting the applicable pay period, click **[OK]**.

Biweekly T&A Window Field Instructions

The Biweekly T&A window (**Figure 23**) is displayed when you select an employee and click **[Biweekly TA]** on the Employee List window (**Figure 13**). The Biweekly T&A window (**Figure 23**) is used to prepare an employee's T&A. Timekeepers can enter a T&A at any time during the pay period rather than having to wait until the end of the pay period. For instructions on using the Biweekly T&A window (**Figure 23**), see [Preparing A T&A](#).

Agency

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character agency code for the selected contact point is displayed in this field.

State

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character state code for the selected contact point is displayed in this field.

Town

No entry

This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 4-character town code for the selected contact point is displayed in this field.

Unit *No entry*
This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character unit code for the selected contact point is displayed in this field.

Timekeeper *No entry*
This field is system generated based upon the contact point selected on the Contact Point List window (**Figure 12**). The 2-character timekeeper number for the selected contact point is displayed in this field.

Employee ▾

Status *No entry*
This field is system generated. The status of the T&A is displayed in this field. For a list of valid values and definitions of these values, see [Status Table](#).

Number (#) Begin End *Conditional, numeric, 2 positions*
This field is system generated. The current pay period number and the beginning and end dates are displayed in this field, but you can click the down arrow to view data for other pay periods.

SSN *Conditional, numeric, 9 positions*
This field is system generated from the employee's detail record or can be typed in to find a T&A for an SSN. Type the SSN of the employee and click **[Find SSN]**. The employee's 9-digit SSN is displayed in this field.

AWS *No entry*
This field is system generated from the employee's header record. This field displays the type of work schedule the employee is working. For a list of valid values and definitions of these values, see [AWS Table](#).

Split # *No entry*
This field is system generated. If the T&A is a split T&A, the part number is displayed in this field. If the T&A is not a split T&A, the default is **0**.

Note: If a user wishes to merge the 2 parts of a split T&A, he/she must select 1 part of the split on the T&A List window (**Figure 21**) and click **[Merge]**. This field will reset to **0** when a split T&A is merged, and Part 1 of the T&A will be deleted.

Acctg Code *No entry*
This field is system generated. Data from the Accounting Data Usage Code field on the employee's T&A Header pop-up (**Figure 22**) is displayed in this field.

Name *No entry*
This field is system generated from the employee's detail record. The employee's name is displayed as last name first in this field.

Detail ▾

Prefix *Conditional, numeric, 2 positions*
Type the 2-digit prefix, if applicable. The TC prefix is a code used to record the percentage rate for environmental differential pay and danger pay and to expand the definition for certain TC's or create a new TC and definition when the TC has been previously used without a prefix. For more information about prefixes, see Title I, Chapter 7, Section 1, Time And Attendance Instructions.

TC *Required, numeric, 2 positions*
Type the 2-digit TC. A TC is used to record hours worked, absences, allowances/differential entitlements, and other entitlements. A complete list of TC's can be found in TMGT Table 032, Transaction Codes, and on the STAR Web Transaction Code Table. For specific TC entry instructions, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Note: When entering monetary TC's, (**Figure 9**) check the Type TC field on the Transaction Code List window (**Figure 9**). For definitions of the TC types, see the [TC Type Table](#).

Suffix *Conditional, numeric, 1 position*
Type the 1-digit suffix, if applicable. The transaction suffix is used to record differential, union representation, and to supplement certain TC's to vary their meaning. For more information on suffixes, see Title I, Chapter 7, Section 1, Time And Attendance Instructions.

Note: You can click **[More]** to display a list of all prefixes, TC's, and suffixes. When you click **[More]**, a Transaction Code Selection List pop-up (**Figure 24**) appears. Select the applicable TC and click **[Select]** to select the TC or click **[Cancel]** to cancel the function and return to the Biweekly T&A window (**Figure 23**). For more information on the Transaction Code Selection List pop-up, see [Using The Transaction Code Selection List Pop-up](#).

Week 1 Hrs *Conditional, numeric, 5 positions*
Type the number of whole hours in the first 4 positions. If fractions must be present, type a "." (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the first week of the pay period. STAR Web defaults to **00** if no entry is made. For a list of the valid fraction values, see [Fractions Of Hours Table](#).

Week 2 Hrs

Conditional, numeric, 5 positions

Type the number of whole hours in the first 4 positions. If fractions must be present, type a “.” (period) and the fraction in the last 2 positions. This field is used to record hours for the selected TC during the second week of the pay period. STAR Web defaults to **00** if no entry is made. For a list of the valid fraction values, see [Fractions Of Hours Table](#).

Accounting

Conditional, alphanumeric, 35 positions max.

Type the applicable accounting code. Data entered into this field is edited against MASC.

Note: If an agency uses stored accounting, the first time a Timekeeper prepares a T&A for an employee, the Accounting Data Usage Code on the employee’s header record should be a **1** for stored accounting with accounting entered on the first TC line on the employee’s T&A. The following pay period, the Accounting Data Usage Code should be a **2** to use stored accounting.

Dollar Amount

Conditional, numeric, maximum of 6 positions

Type the dollar amount in dollars and cents if the TC entered is a dollar amount TC.

List Box

No entry

This field is system generated based on the information entered by the Timekeeper in the detail area.

Transaction Code Table List Pop-up Field Instructions

The Transaction Code Table List pop-up (**Figure 24**) appears when you click **[More]** to the right of the Suffix field on the Biweekly T&A window (**Figure 23**). The Transaction Code Table List pop-up is used to select TC’s to appear on the T&A and to search for a TC. For more information on the Transaction Code Table List pop-up, see [Preparing A T&A](#).

Search

▽

Prefix

Optional, numeric, 2 positions

Type the 2-digit TC prefix. If you only complete the Prefix field, a list of all TC’s with that prefix is displayed.

TC

Optional, numeric, 2 positions

Type the 2-digit TC. If you only complete the TC field, a list of all possible combinations for that TC will be displayed.

Suffix *Optional, numeric, 1 position*
Type the 1-digit TC suffix. If you only complete the Suffix field, a list of all TC's with that suffix is displayed.

Short Desc *Optional, alphanumeric, 25 positions max.*
Type the short description of the TC.

Leave Type *Optional, alpha, 4 positions*
Type the whole or partial 4-position leave type abbreviation.

Note: If you type a % (percent sign) in any field, a list of all TC's is displayed.

List Box *No entry*
This field is system generated. A list of TC's available to the individual Timekeeper is displayed in this box. Select the applicable TC.

Split T&A Information Pop-up Field Instructions

The Split T&A Information pop-up (**Figure 25**) appears when you click [**Split Selected T&A**] on the T&A List window (**Figure 21**). This pop-up is used to split a T&A that has not been transmitted. For instructions on using the Split T&A Information pop-up, see [Preparing A Split T&A](#). Split T&A's are prepared when certain actions occur on any day of the pay period except for the second day or the last day of the pay period or if the employee worked on the day of the change.

Split Part 1 Begin Day *No entry*
This field defaults to **0**.

Split Part 1 End Day *Required, numeric, 2 positions max.*
Type the day of the pay period to end the first part of the split T&A. Valid values are **01-13**.

Split Part 2 Begin Day *Required, numeric, 2 positions max.*
Type the day of the pay period to begin the second part of the split T&A. Valid values are **02-14**.

Split Part 2 End Day *No entry*
This field defaults to **0**.

Note: Leave data is recorded only on the second T&A. Also, if you use TC 65, Regular Military Leave, when preparing a split T&A, you must record the

number of days of military leave used on the Employee Leave Account window (**Figure 20**). If you fail to do this, a message will appear reminding you to do this.

Print Reports Window Field Instructions

The Print Reports window (**Figure 26**) is displayed when you click **[Print Reports]** on the STAR Web Main Menu. This window is used to print an employee's T&A. For instructions on the Print Reports window (**Figure 26**), see [Printing T&A's](#).

| | |
|---------------------|---|
| Agency | <i>No entry</i> This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character agency code for the selected contact point is displayed in this field. |
| State | <i>No entry</i> This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character state code for the selected contact point is displayed in this field. |
| Town | <i>No entry</i> This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 4-character town code for the selected contact point is displayed in this field. |
| Unit | <i>No entry</i> This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character unit code for the selected contact point is displayed in this field. |
| Timekeeper | <i>No entry</i> This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character timekeeper number for the selected contact point is displayed in this field. |
| Print Status | ▽ |
| Pay Period | <i>No entry</i> This field is system generated. The pay period for which the T&A is being printed is displayed in this field. |
| For SSN | <i>No entry</i> This field is system generated. The SSN of the employee whose T&A is currently being printed is displayed in this field. |

List Box

No entry

This field is system generated. A list of employees whose T&A's are to be printed and the status date of each T&A is displayed in this field

Status Counts

▽

New

No entry

This field is system generated. The number of new T&A's is displayed in this field.

In Progress

No entry

This field is system generated. The number of T&A's in progress is displayed in this field.

Error

No entry

This field is system generated. The number of T&A's in error is displayed in this field.

Verified

No entry

This field is system generated. The number of verified T&A's is displayed in this field.

Xmit

No entry

This field is system generated. The number of transmitted T&A's is displayed in this field.

Print Stored Accounting

Optional

Click this field if you want to remove the check mark and do not wish to print stored accounting. If you are using stored accounting and wish to print the stored accounting, leave this field checked. The default for this field is checked.

T And A Report Pop-up Description

The T&A Reports pop-up (**Figure 27**) appears when you click **[Print All]** or **[Print Selected]** on the Print Reports window (**Figure 26**). This pop-up is used to review the T&A to be printed. For instructions on using the T&A Reports Available pop-up, see [Printing T&A's](#).

Prepare Transmit File Window Field Descriptions

The Prepare Transmit File window (**Figure 28**) is displayed when you click **[Transmit]** on the STAR Web Main Menu window (**Figure 3**) or click **[Transmit]** on the Biweekly T&A

window (**Figure 23**). The Prepare Transmit File window (**Figure 28**) is used to prepare a transmission file and to transmit T&A's to NFC for processing. For instructions on using the Prepare Transmit File window (**Figure 28**), see [Transmitting T&A's](#).

| | |
|--------------------------------|--|
| Agency | <p><i>No entry</i></p> <p>This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character agency code for the contact point selected is displayed in this field.</p> |
| State | <p><i>No entry</i></p> <p>This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character state code for the contact point selected is displayed in this field.</p> |
| Town | <p><i>No entry</i></p> <p>This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 4-character town code for the contact point selected is displayed in this field.</p> |
| Unit | <p><i>No entry</i></p> <p>This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character unit code for the contact point selected is displayed in this field.</p> |
| Timekeeper | <p><i>No entry</i></p> <p>This field is system generated based upon the contact point selected on the Contact Point List window (Figure 12). The 2-character timekeeper number for the contact point selected is displayed in this field.</p> |
| <hr/> | |
| Xmit Status | <p>▽</p> |
| Transmit For Pay Period | <p><i>No entry</i></p> <p>This field is system generated. The pay period for the T&A being transmitted is displayed in this field.</p> |
| <hr/> | |
| List Box | <p><i>No entry</i></p> <p>This field is system generated. The SSN, last name, first name, and middle name of the employee, and the status of that employee's T&A are displayed in this box. You can select an individual employee or a group of employees for whom you are creating the transmission file.</p> |
| Verified Only | <p><i>Optional</i></p> <p>Click this field to select all T&A's that have been <i>Verified</i>, but have not been marked <i>Released</i> or <i>Transmitted</i>.</p> |

Total Xmit T&A's ▾

There Are

No entry

This field is system generated. The number of T&A's transmitted is displayed in this field. As T&A's are transmitted, this field is updated.

T&A's To Be Xmit'd; In

No entry

This field is system generated. As each T&A is transmitted, this field increases by a multiple of 12.

Reference Values

This section presents the following reference tables:

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[Fractions Of Hours Values](#)

[TC Type Values](#)

[Data Type Values](#)

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[Special Type Values](#)

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[Advance Leave Values](#)

[Type Of Employment Values \(NFC Use\)](#)

[Accounting Data Usage Code Values](#)

[Report Preference Values](#)

Test/Prod Values

| | |
|-------------|--|
| PROD | Production. Transmitted T&A's are processed through production files by NFC. If you enter PROD, you must enter a Job Name. |
| TEST | Test file. Transmitted T&A's are not processed through production files by NFC. If you enter TEST, the Job Name is system generated. |

Fractions Of Hours Values

| | |
|--------------|-------------|
| Blank | No Fraction |
| 25 | 1/4 Hour |
| 50 | 1/2 Hour |
| 75 | 3/4 Hour |

TC Type Values

| | |
|----|--|
| \$ | Monetary (amounts not to exceed \$99.99 are entered in Week 1 and are continued in Week 2 if over \$99.99) |
| D | Days |
| N | Neither |
| O | Overtime (hours) |
| R | Regular (hours) |
| S | Monetary (entered with dollars in the first week and cents in the second week) |

Data Type Values

| | |
|----|--|
| \$ | Monetary (amounts not to exceed \$99.99 are entered in Week 1 and are continued in Week 2 if over \$99.99) |
| D | Days |
| N | Neither |
| O | Overtime (hours) |
| R | Regular (hours) |
| S | Monetary (entered with dollars in the first week and cents in the second week) |

Work Schedule Values

| | |
|-----------------------|--|
| Full Time | Full Time Employee |
| Intermittent | Intermittent Employee |
| Intermittent 6 | An Intermittent Employee who substitutes for a Full-Time employee. |
| Part Time | Part Time Employee |
| 1st 40 Hours | The first 40 hours of work performed in a week define the tour of duty for that particular week. |

Pay Plan Values

| | |
|-------------------------|--|
| General Schedule | General Schedule Pay Plan (e.g., GS, GW, GH, GM, etc.) |
| Wage Grade | Federal Wage System Pay Plan (e.g., WG, WL, WS, etc.) |
| Other | All other types of employee pay plans (e.g., ED, AD, YV, ES, EX, etc.) |

Special Type Values

| | |
|----------------------|-------------------------------------|
| Collaborators | Record Overtime Hours Only |
| Fire Chief | Biweekly Duty Hours Greater Than 80 |
| Firefighter | Biweekly Duty Hours Greater Than 80 |

Annual Leave Category Values

| | |
|---|--|
| 0 | Not Eligible For Annual Leave |
| 4 | Less Than 3 Years Of Service |
| 6 | More Than 3, But Less Than 15 Years Of Service |
| 8 | More Than 15 Years Of Service |

Sick Leave Category Values

| | |
|---|-----------------------------|
| 0 | Not Eligible For Sick Leave |
| 4 | Eligible For Sick Leave |

Leave Type Values

| | |
|-------------|--|
| ANNL | Annual Leave (includes donated, excludes restored) |
| AWOL | Absence Without Leave |
| COMP | Compensatory Leave |
| COMR | Compensatory Leave-Religious |
| CRED | Credit Leave |
| DONA | Donated Annual Leave |
| DONR | Donated Restored Leave |
| FFAM | Family Friendly Leave--Sick Type |
| FURL | Furlough Leave |
| HOME | Home Leave |
| INJU | Injury Leave |
| LWOP | Leave Without Pay |
| MILE | Military Emerg |
| MILR | Military Regular |
| OTHR | Other Leave |

| | |
|-------------|----------------|
| RSTR | Restored Leave |
| SHOR | Shore Leave |
| SICK | Sick Leave |
| SUSP | Suspense Leave |
| TOFF | Time Off Award |

Status Values

| | |
|--------------------|--|
| Error | Designates a T&A that is in an error condition. This T&A can not be verified or transmitted until the error condition is corrected. |
| In Progress | Designates a T&A that is in progress for an employee. This T&A has not yet been verified, but data has been entered. If the Timekeeper enters data throughout the pay period, the T&A will remain In Progress during the pay period until the T&A is completed and verified. |
| New | Designates a new T&A for an employee. No data has been entered on this T&A. |
| Released | Designates a T&A that has been released for transmission batch process. |
| Transmitted | Designates a T&A that has been transmitted. Changes can only be made to this T&A by preparing a corrected T&A. |
| Verified | Designates a T&A that has been verified, but has not yet been transmitted. Changes can still be made to this T&A. |

AWS Values

- (3) 4 10-Hr Days
- (5) 8 9-Hr/1 8-Hr
- (7) Variable Day In 40
- (8) Variable Week In 80
- (9) Return to Normal Schedule

Advance Leave Values

- No Advanced Leave
- Annual Leave
- Sick Leave
- Annual/Sick Leave

Type Of Employment Values (NFC Use)

| | |
|--------------|--------------------------|
| Blank | N/A |
| Ft | Full Time Tour Change |
| In | Intermittent Tour Change |
| Pt | Part Time Tour Change |

Accounting Data Usage Code Values

| | |
|--------------|---------------------------------|
| Blank | Accounting on each line. |
| 1 | Store accounting on first line. |
| 2 | Use stored accounting. |

Report Preference Values

| | |
|---------------|-------------------------------------|
| AD-321 | Prints the document in T&A format. |
| Text | Prints the document in text format. |



Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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