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Procedures



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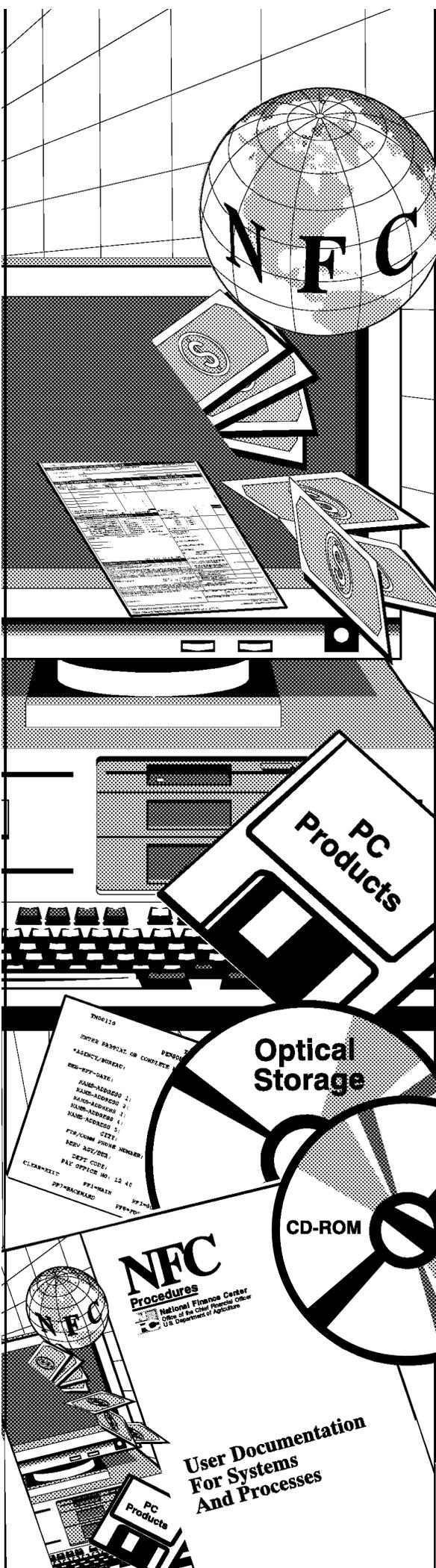
System For Time And Attendance Reporting (STAR)

Version 1.02

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time and Attendance Procedures

SECTION 3
System For Time And Attendance Reporting (STAR)



User Documentation
For Systems
And Processes

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



System For Time And Attendance Reporting (STAR)



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IMPORTANT INFORMATION !

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

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 Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

Latest Update Information

Title I, Bulletin 03-8, System for Time and Attendance Reporting (STAR) (Windows-based) Version 1.02, dated September 12, 2003, notified users that STAR was being upgraded. Version 1.02 included enhancements to the (1) Archive pop-up, (2) Prepare Transmit File window, and (3) Print Reports window. Additionally, several new edits have been incorporated into Version 1.02.

Listed below is a summary of the changes to the STAR procedure:

Description of Change	Page
Revises the Archive pop-up and entry instructions	32
Revises the Prepare Transmit File Window and entry instructions	64-65
Revises the Print Reports Window and entry instructions	67-68
Revises the Archive pop-up Field Instructions	83
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Deletions in the text are identified by “* *”; other changes are identified by “▶◀”.

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About This Procedure

This procedure provides instructions for accessing and operating STAR. 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. It also provides security access information and instructions for accessing the system.

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

[System Maintenance](#) provides information regarding STAR contact point records, instructions for establishing or changing the JCL, setting up applicable access levels for STAR users, importing data, exporting data, converting data from PC-TARE into STAR, backing up data, restoring data, and archiving data.

[Tables](#) provides instructions for Application Administrators to establish and maintain tables in STAR. STAR contains accounting code, pay period, leave type, and transaction code tables.

[Employee Maintenance](#) provides instructions for the Timekeeper to add, update, and/or delete employee records.

[T&A Maintenance](#) provides instructions for the Timekeeper to prepare Time and Attendance reports (T&A's).

[Field Instructions For STAR Windows](#) provides field instructions for STAR windows.

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

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. 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, the STAR Menu Bar (Figure 5) is displayed showing the STAR Menu Bar with 5 options.
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 .
In instructions, menu options are printed in bold italics .	From the STAR Menu (Figure 5), select File >Employee Maintenance
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. (Note: All mandatory fields on STAR screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</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 about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

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

For access to STAR, contact your agency's security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

Overview

This section presents the following topics:

[About STAR](#)

[Related Systems](#)

[Payroll/Personnel Processing Cycle](#)

[Responsibilities](#)

About STAR

STAR is a Windows-based application of the National Finance Center (NFC). STAR operates in a Windows environment requiring Windows 95 or higher, or Windows NT 4.0 or higher. This application is used to:

- 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.
- Prepare T&A's for transmission to NFC.
- Create a transmit file to transmit T&A's to NFC.

Through the use of STAR and local telecommunication capabilities, agencies can prepare T&A's on their personal computers (PC's) and transmit them to NFC for processing. T&A transmission files are transmitted through a communication connection that the agency establishes with NFC. NFC assigns a unique 8-digit batch number to the transmitted T&A's and sends back to the agency 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.

The T&A's are processed through the T&A Validation System (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 validate, 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 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 also receive a cumulative statistical report of T&A's processed.

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 Users](#)

[Record Retention Requirements](#)

[Hardware And Software Requirements](#)

STAR Users

The System Administrator establishes STAR users in the Employee System (EMCP). Once the users are established, roles are given in the Permissions System (PRMS). PRMS is used to assign applicable permission level(s). There are five possible permission levels. An individual may have all five or any combination of the five permission levels. For more information see Title I, Chapter 24, Employee System (EMCP) or Title I, Chapter 25, Permissions System (PRMS).

Timekeeper. Allows the user to perform T&A functions; to print employee data; to convert data from the Personal Computer Time and Attendance Remote Entry System (PC-TARE) to STAR; to back up, restore, and archive employee and table data and to modify the accounting and pay period tables.

System Administrator. Creates and controls the user ID record for each authorized user; backs up and restores files; uses the Import/Export function; archives data; and converts data from PC-TARE to STAR.

Transmitter. Prepares a transmit file and establishes job control language (JCL).

Application Administrator. Maintains and updates tables and establishes contact points.

User Administrator. Assigns specific contact points for user access.

Note: Also, the agency must designate an individual(s) to download/install STAR, be responsible for safeguarding STAR at the agency location, provide guidance to users, and act as a liaison between STAR users and NFC for STAR matters. In addition, this individual is responsible for establishing transmission capabilities. For more information about computer security, see Title VI, Chapter 1, Security Access Procedures.

Note: STAR options available to a particular user are highlighted according to the assigned roles.

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:

- A PC capable of supporting Windows 95 or higher, or Windows NT 4.0 or higher.
- Windows 95 or higher, or Windows NT 4.0 or higher.
- Super Video Graphics Array (SVGA) monitor set to 800x600 resolution and small fonts.
- Inkjet printer or laser printer (with at least one megabyte of memory).
- STAR application software.

Note: If you receive the STAR software from the Internet, by download, or on CD-ROM, it will contain files for all operating systems. Based on your system setup, you will choose the applicable **dcom95**, **dcom98**, **mdac_typ**, and **Star Setup** files in the STAR folder. Windows 95 users should use the **dcom95** file. Windows 98 users should use the **dcom98** file. Windows NT does not require either file. If you receive the STAR software from diskettes, you must first go to the Microsoft Web site at www.microsoft.com/data to access the applicable **mdac** file and at www.microsoft.com/dcom to access the applicable **dcom** file.

NFC will provide you with the data storage capability necessary to run STAR.

Note: When installing STAR on a stand alone PC, the System Administrator uses the STARSetup.exe file and Typical setup type to load the STAR application on the individual's PC. When installation is completed, all files required to run STAR reside on that PC. When installing STAR for a local area network (LAN), the System Administrator uses the STARSetup.exe file and Typical setup type to load the STAR application on a LAN server. The System Administrator then uses the Compact setup type to load required files and registry entries on each individual PC. When installation is completed, program files required to operate the STAR application reside on the LAN server. The reports utility and the database containing employee and T&A data reside on the individual's PC.

Related Systems

Systems that are utilized by the Time and Attendance process are described below:

Employee System (EMCP). EMCP is a Windows 95/98/NT application that allows the STAR System Administrator and timekeeper to enter employee and/or user data.

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.

Payroll Processing System (PAYE). Processing continues with the application of PAYE. Using the data entered in STAR 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.

Permissions System (PRMS). PRMS is a Windows 95/NT/98 application of NFC. PRMS is used to establish user profiles for (1) NFC mainframe applications and (2) PC applications (STAR) after users are established in EMCP.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to detect any errors during T&A transmission.

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 is displayed in EARN after it passes the TIME edits.

T&A Validation System (TIME). The initial processing of T&A's which are entered in STAR is accomplished 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 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.

Time Inquiry System (TINQ). TINQ is an online leave entry and correction system used to update leave data that may have been incorrectly entered in STAR. It is also used to transfer leave for employees participating in the Leave Sharing 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 and transmission of payroll/personnel data by the agency.
- The entry and transmission of T&A data by the agency.
- The processing of this data by NFC through the payroll/personnel processing system.

Note: Front-end edits are performed in STAR 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:

- Downloads and/or installs and maintains STAR for specific timekeepers. (This individual should have a working knowledge of Windows 95 or higher, or Windows NT 4.0 or higher.)
- Enters T&A data for each employee, as required by law and regulations.
- Prepares a T&A data transmission file.
- 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.

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 and notifies the agency of missing T&A's.
- Provides reports.

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 no later than the Monday after the close of the pay period.

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

Getting Started

This section presents the following topics:

- [STAR Help](#)
- [Starting STAR](#)
- [System Access](#)
- [STAR Operating Features](#)
- [STAR Menu Bar](#)

STAR Help

To use STAR, you must have knowledge of Microsoft Windows. Use your Windows user guide for instructions on navigating in a Windows environment. Use this procedure for help with processing T&A's through STAR.

The help feature is available to guide you as you process data in STAR. To get help, select **Help** from the menu bar at any window. A drop-down menu is displayed with the following options:

- **Help For This Window.** Provides instructions for the current window.
- **Help Contents.** Provides extensive field-level help for STAR.
- **Help for Help.** Provides instructions for using help.

For help with a specific field, click the field in question and press **[F1]**.

Starting STAR

Before STAR can be installed, the System Administrator must set up STAR users through EMCP and assign user permissions through PRMS. Instructions for setting up users can be found in the PRMS procedure. PRMS is available on the Internet through the NFC Download Center, by FTP download, on CD-ROM, or 3 1/2-inch diskette. The EMCP application has been combined with the PRMS application and is issued as one download file, one CD-ROM, or set of diskettes. Therefore, when the System Administrator installs PRMS, EMCP is installed as well. A tutorial and Readme file are also available.

Instructions for installing STAR (and other NFC applications) are provided in the NFC Resource Center on the NFC home page at www.nfc.usda.gov. If you encounter problems after installation, see the Readme file and/or contact your Information Technology Office or NFC's Customer Support personnel at **504-255-5230**.

Note: If when trying to install STAR, you get an Open Data Base Connect (ODBC) error message, you must first make sure that you are running version 3.0 or greater of ODBC. If you do not have 3.0 or greater, you must reinstall your mdac file. Windows 95 and 98 users should also reinstall the applicable dcom file.

For more information, see:

[Reporting](#)

[Arranging And Viewing Multiple Windows](#)

Reporting

The following reports should be used to ensure that T&A's have been received by NFC. For detailed instructions on how to run these or any other CULPRPT reports, see Title I, Chapter 20, Section 1, Payroll/Personnel Report Generator System (CULPRPT).

- **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.
- **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 Thursday and Friday of PAYE week.
- **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.

Arranging And Viewing Multiple Windows

The Window option appears on STAR menu bars, allowing the arrangement of open windows for simultaneous display. To use this feature, select **Window** from any menu bar. The Window pull-down menu (**Figure 1**) is displayed showing the available option.



Figure 1. Window Pull-down Menu

Below is a brief description of that option:

- **Cascade.** Overlaps the windows so that each title bar is visible.

System Access

This section provides specific log-on/log-off instructions.

For more information, see:

[Logging On](#)

[Exiting STAR](#)

Logging On

The Logon pop-up (**Figure 2**) is used to log on to STAR.

To log on to STAR after STAR is installed on your PC:

1. Click the STAR icon located on your desktop. IF the icon is unavailable, from the Start menu, select **Start > Programs > National Finance Center > Star**. The Logon pop-up (Figure 2) appears.



Figure 2. Logon pop-up

2. Complete the User ID field as indicated under [Logon Pop-up Field Instructions](#).
3. Click [Logon]. You are connected to STAR.

Exiting STAR

To exit STAR, select **File > Exit** on the STAR Menu Bar. To exit the current window, click .

STAR Operating Features

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

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

Note: **Window** and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under [Arranging And Viewing Multiple Windows](#). Instructions for using **Help** are provided under [STAR Help](#).

For more information, see:

[STAR Tool Bar](#)

[STAR Command Buttons](#)

[STAR Pop-ups](#)

[STAR Functional/Directional Keys](#)

[STAR Message Pop-ups](#)

[STAR Radio Buttons](#)

[Clearing STAR Fields](#)

[Deleting Items In STAR](#)

STAR Tool Bar

The STAR tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. Tool buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. In fact, tool buttons are shortcuts for selecting options from the pull-down menus. In most cases, the tool buttons can be used in lieu of the menu bar.

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

STAR Tool Buttons	
Button	Description
	Used to add a record.
	Used to display employee's biweekly T&A.
	Used to navigate users on the Biweekly T&A window.
	Used to close a window.
	Used to convert data from PC-TARE to STAR.
	Used to create a new folder.
	Used to delete a record.
	Used to display the folders in a detailed format.
	Used to display the employee detail record.
	Used to display the employee list.
	Used to display the employee print list.
	Used to display the employee transmit list.
	Used to export table data.
	Used to display help text.
	Used to import table data.
	Used to display the leave account.

STAR Tool Buttons

Button	Description
	Used to display the folders in a list format.
	Used to advance to the next employee record when sorting by name.
	Used to advance to the next employee record when sorting by SSN.
	Used to return to the previous employee record when sorting by name.
	Used to return to the previous employee record when sorting by SSN.
	Used to open a pop-up from an open window.
	Used to print a screen or T&A records.
	Used to roll over data.
	Used to save a record.
	Used to search for a record.
	Used to select a record.
	Used to display the employee's T&A header record.
	Used to display the T&A list.
	Used to update an employee record.
	Used to move up one level.
	Used to display user permissions.
	Used to verify a T&A.

STAR Command Buttons

STAR pop-ups include command buttons that carry out an action described in the button's name. STAR includes the following command buttons:

STAR Command Buttons

Button	Description
Add	Used to add a record.
Add New	Used to add a new T&A.
Build	Used to build JCL.
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.
Continue	Used to continue.
Correct T&A	Used to prepare a corrected T&A.
Delete	Used to delete a record.
Deselect All	Used to deselect all records for backup/restore.
Find	Used to search for a record.
Logon	Used to log on to STAR.
Merge	Used to merge a split T&A.
OK	Used to advance to the next window and/or acknowledge the message.
Open	Used to select an import file or save a transmit file.
Proceed	Used to proceed with the backup process.
Proceed With Backup	Used to proceed to the Backup pop-up.
Proceed With Restore	Used to proceed to the Restore pop-up.
Remove	Used to remove one selected item.
Print All	Used to print all T&A's.

STAR Command Buttons

Button	Description
Print Selected	Used to print only those T&A's selected.
Select All	Used to select all items.
Split Selected T_A	Used to split the selected T&A.
Scroll	Used to continue to scroll on a table.
Update	Used to update a record.
Xmit All	Used to transmit all T&A's.
Xmit Selected	Used to transmit only those T&A's selected.

STAR Pop-ups

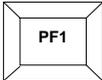
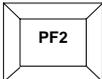
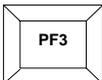
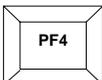
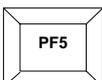
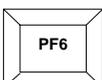
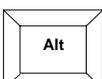
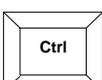
Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. STAR pop-ups include the following command buttons used throughout STAR:

STAR Pop-ups

Button	Description
Cancel	Used to cancel a function.
Continue	Used to continue a process.
Delete	Used to delete a record.
Find	Used to search for the data entered.
No	Used to answer the displayed message.
OK	Used to acknowledge the displayed message.
Open	Used to select an import file or save a transmit file.
Yes	Used to answer the displayed message.

STAR Functional/Directional Keys

Your keyboard includes the following function keys to be used in STAR:

Function Keys	
Key	Description
	Used to display Help.
	Used to search for the data entered.
	Used to close the active window.
	Used to add a record.
	Used to update a record.
	Used to delete a record.
	Used in conjunction with the Hot Keys (underlined characters) to perform certain actions.
	Used in conjunction with the P key to print records.
	Used to advance to the next field.

STAR Message Pop-ups

Throughout STAR, 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 3**).



Figure 3. Message pop-up

STAR Radio Buttons

Round buttons called radio buttons are used throughout STAR. Radio buttons are used to select the data that will be placed in a field; select options such as a function, navigation path, or data category; and specify selection criteria, such as a data category, for a particular search.

Clearing STAR Fields

Before a record can be added in STAR, the key fields must be blank. If the fields contain data, you must click **[Clear]** before entering data into STAR fields. After entering the data into the fields, the **[Add]** option then becomes available.

Deleting Items In STAR

Throughout STAR, the same process is used to delete records.

To delete a record in STAR:

1. At the applicable selection window, select the record to be deleted and click **[Delete]**. A Confirm Delete pop-up (**Figure 4**) appears.

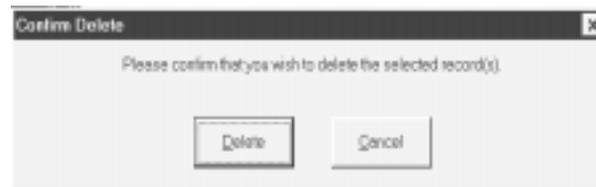


Figure 4. Confirm Delete pop-up

2. Click **[Delete]** to delete the applicable record or **[Cancel]** to cancel the action and return to the previous window.

STAR Menu Bar

After accessing STAR, the STAR Menu Bar (**Figure 5**) is displayed showing the STAR Menu Bar with five options.



Figure 5. STAR Menu window

Below is a brief description of each option.

- **File.** Used to display employee maintenance windows for T&A preparation, T&A maintenance windows for T&A preparation, prepare T&A transmission files, print T&A's, and exit STAR.
- **System.** Used to set up and maintain authorized users, convert data from PC-TARE to STAR data, back up and restore data, archive data, import data into tables, export table data to other PC's, establish and maintain contact point information, build and maintain JCL files, and identify the default auto back up directory.
- **Tables.** Used to view, update, or print data from the accounting, transaction, pay period and leave tables maintained in STAR.
- **Window.** Used to cascade open windows.
- **Help.** Used to display help.

To display help for an option, move to the option and select **Menu Option > Help** at any window. The field-level help (**Figure 6**) is displayed. To return to the previous STAR window, click  at any window.

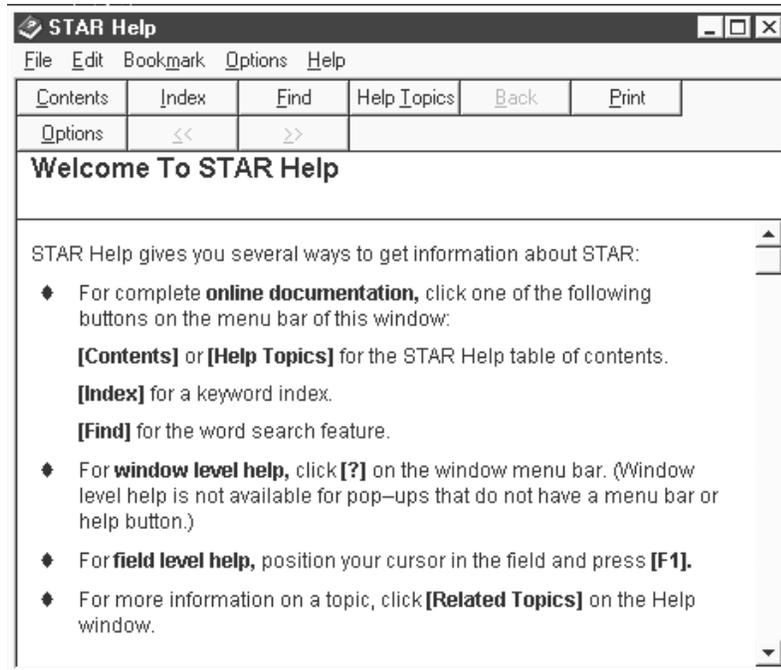


Figure 6. STAR Help

Each option on the STAR Menu Bar has a coordinating drop-down menu with additional options. To select an option from the STAR Menu Bar, position the arrow at the applicable selection and click the selection.

Instructions follow for selecting and using the application options.



System Maintenance

This section presents the following topics:

[Contact Points](#)

[JCL](#)

[Defining Authorized Users](#)

[Data Conversion](#)

[Backup/Restore](#)

[Automatic Backup](#)

[Import/Export](#)

[Archive](#)

Contact Points

The T&A Contact Point is used by NFC to identify each location that transmits T&A's and to identify inquiries concerning transmitted T&A's. Also, the contact point appears in the heading of printouts produced by NFC and all T&A's transmitted to NFC. The contact point consists of the agency, state code, town code, unit code, and the timekeeper number.

The Contact Point Maintenance option is used by the Application Administrator to add, modify, or delete STAR contact point records. Once the Application Administrator adds these contact point records, the User Administrator can assign records to STAR users. Records are assigned in the Authorized Users/User Permissions option. To get to the Contact Point Maintenance window, select **System > Contact Point** from the STAR Menu Bar. The Contact Point Maintenance window (**Figure 7**) is displayed with the available options highlighted.

Before a contact point record can be deleted, the User Administrator must remove the contact point from the user in the User Permissions option. Once this is done, the Application Administrator can delete a contact point record. For instructions on deleting a contact point record, see [Deleting Items In STAR](#).

Note: You cannot delete a contact point that has employees with active records. User must archive the employee T&A data and delete all employees before the contact point can be deleted.



Figure 7. Contact Point Maintenance window

Note: Contact points established in STAR must also be established in TMGT, Table 003, T&A Contact Point Name And Address.

For more information, see:

[Adding Or Updating A Contact Point Record](#)

[Searching For A Contact Point Record](#)

Adding Or Updating A Contact Point Record

The Application Administrator uses this option to add or update a contact point record from the Contact Point Maintenance window (Figure 7).

To add or update a contact point record:

1. Select **System > Contact Point** from the STAR Menu Bar. The Contact Point Maintenance window is displayed with the available options highlighted.
2. Complete the fields as indicated under [Contact Point Maintenance Window Field Instructions](#).
3. After completing the fields in the detail area group box, click **[Add]** to add the contact point record.
4. To update a contact point record, select the applicable contact point record in the list box or use the scroll bar to select a contact point record. The contact point selected will display in the detail area.
5. Complete the fields to be changed.
6. After modifying the information, click **[Update]**.

Searching For A Contact Point Record

The Contact Point Search pop-up (**Figure 8**) is used by the Application Administrator to search for a contact point record.

To search for a contact point record:

1. Select **System > Contact Point** from the STAR Menu Bar. The Contact Point Maintenance window (**Figure 7**) is displayed.
2. Click . The Contact Point Record Search pop-up (**Figure 8**) appears.

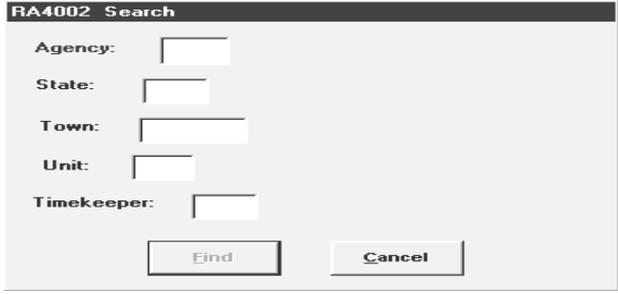


Figure 8. Contact Point Record Search pop-up

3. Complete the fields as indicated under [Contact Point Search Pop-up Field Instructions](#).
4. Either click [**Find**] to search for a contact point record, or [**Cancel**] to cancel the search.

JCL

The JCL option is used by the Transmitter to establish or change the JCL. The JCL must reflect your agency's specifications to transmit files before data can be transmitted to NFC. If you do not want to use the JCL, you must deselect the Use JCL box on the Prepare Transmit File window (**Figure 52**). For more information on the Use JCL box, see [Transmitting T&A's](#).

For more information, see:

[Building JCL](#)

Building JCL

This option allows the Transmitter to build JCL. The JCL that is built is displayed in the Job Control Language box at the bottom of the window.

To build JCL:

1. Select **System > JCL** from the STAR Menu Bar. The Build JCL window (**Figure 9**) is displayed.

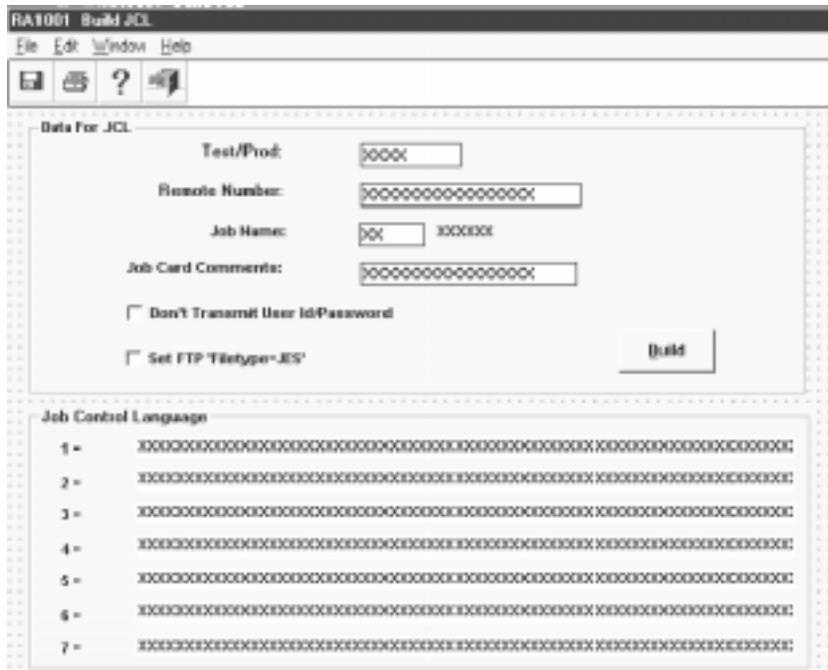


Figure 9. Build JCL window

2. Complete the fields as indicated under [Build JCL Window Field Instructions](#).
3. Click  to save JCL when there is more information to be added or **[Build]** to build JCL.

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

Defining Authorized Users

The Authorized Users option is used by the User Administrator to designate contact point locations to specific STAR users from the authorized user list. The contact point numbers are established in the Contact Point option by the Application Administrator. The STAR user is responsible for all employees for this contact point. This option is seen by the User Administrator only. To get to the Authorized Users List window, select **System > Authorized Users** from the STAR Menu Bar. The Authorized User List window (**Figure 10**) displays a list of authorized STAR users set up in PRMS.

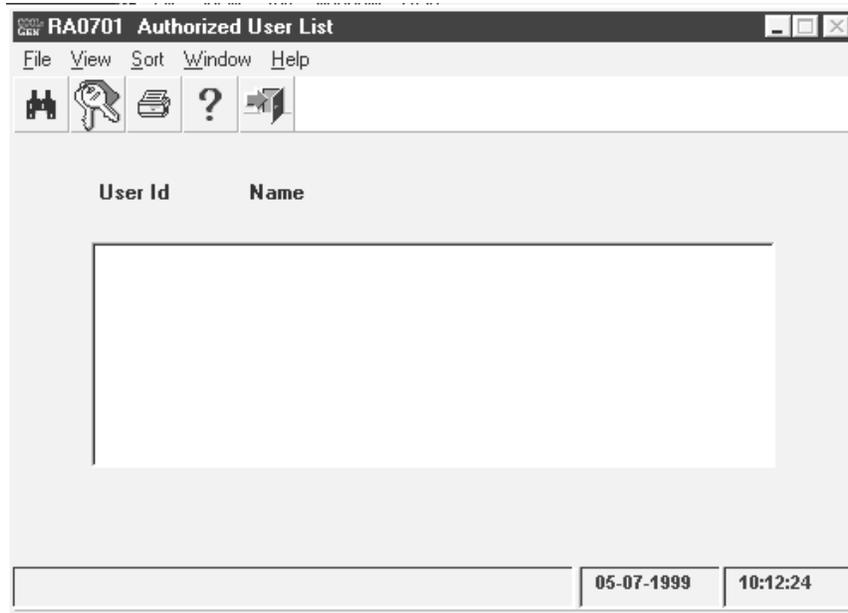


Figure 10. Authorized User List window

To display established contact points for a particular user, select the desired user from the Authorized User List window and click . The User Permissions window (Figure 11) is displayed.

Note: Double clicking on any user will automatically activate the User Permission window.

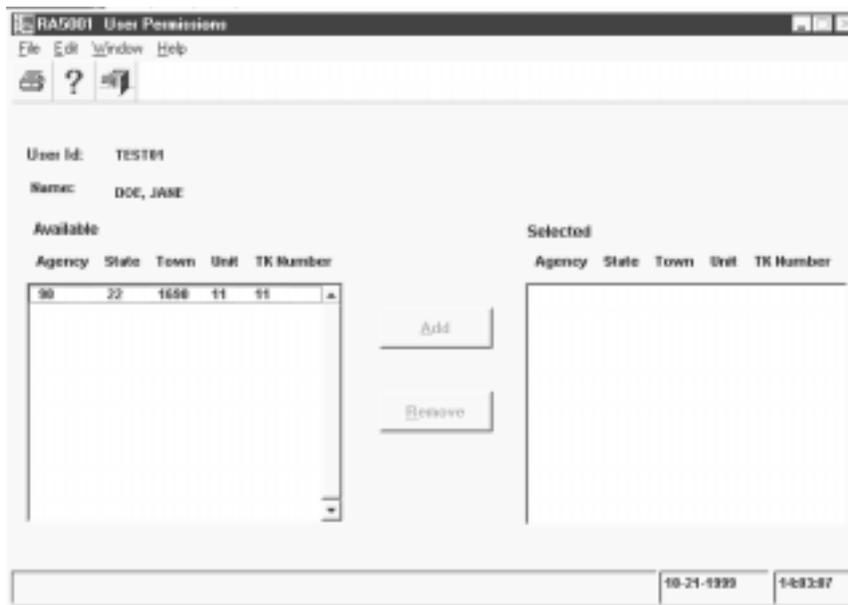


Figure 11. User Permissions window

The User Permissions window displays a list of available or selected contact points for a specific user.

For more information, see:

[Adding/Removing Contact Point\(s\) On The Selected List](#)

[Searching For An Authorized User](#)

Adding/Removing A Contact Point(s) On The Selected List

The User Administrator can change the contact point(s) assigned to a Timekeeper to either the selected list from the available list or back to the available list from the selected list.

Note: To delete a record from the Available list, you must use the Contact Point option. For more information on using the Contact Point option, see [Contact Points](#), and for more information on deleting records, see [Deleting Items In STAR](#).

To add/remove a contact point:

1. Select **System > Authorized User** from the STAR Menu Bar. The Authorized User List window (**Figure 10**) is displayed. For more information on the Authorized User List window, see [Authorized User List Window Field Instructions](#).
2. Select the applicable user on the Authorized User List and click . The User Permissions window (**Figure 11**) is displayed with lists of available and selected contact points. For more information on the User Permissions window, see [User Permissions Window Field Instructions](#).
3. To add a contact point to the selected list, at the User Permissions window select the applicable contact point and click **[Add]**.
4. To remove a contact point from the selected list and return it to the available list, select the applicable contact point and click **[Remove]**

Note: Double clicking a contact point record moves it from one category to the other.

Searching For An Authorized User

This option allows the User Administrator to search for an authorized user.

To search for an authorized user:

1. Select **System > Authorized User** from the STAR Menu Bar. The Authorized User List window (**Figure 10**) is displayed.
2. Click . The Authorized User Search pop-up (**Figure 12**) appears.

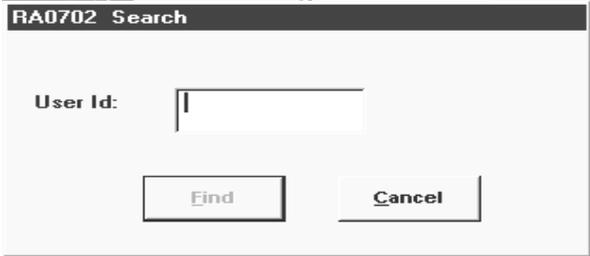


Figure 12. Authorized User Search pop-up

3. Complete the User ID field as indicated under [Authorized User Search Pop-up Field Instructions](#).
4. Click **[Find]** to search for a user on the Authorized Search pop-up or **[Cancel]** to cancel the search.

Data Conversion

The Data Conversion option is used by the Timekeeper to convert data from PC-TARE into STAR. Data from any version of PC-TARE may be converted. Employee list data, T&A data, and header data are converted by using the data conversion option. To convert data, select **System > Data Conversion** from the STAR Menu Bar. The Data Conversion window (Figure 13) is displayed.

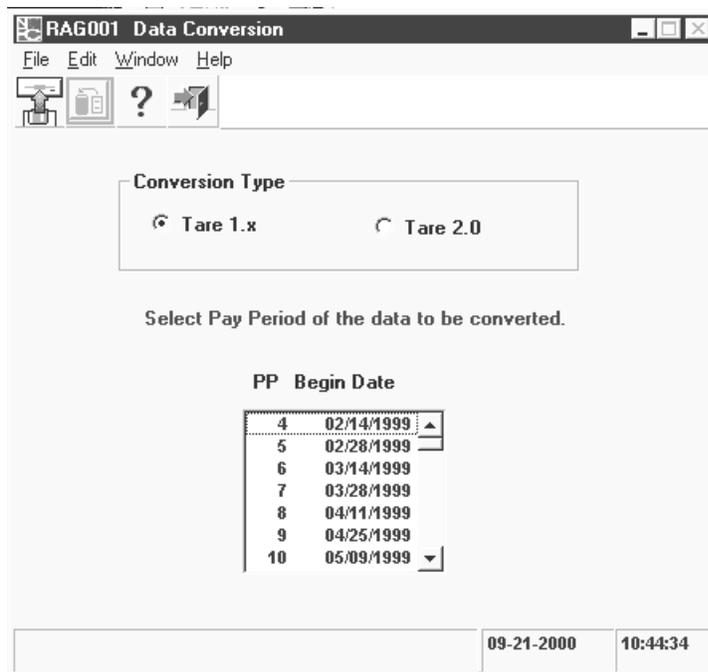


Figure 13. Data Conversion window

For more information, see:

[Converting Data](#)

Converting Data

The timekeeper uses the Data Conversion window to convert PC-TARE data to STAR data. This is done before the user begins processing T&A's in STAR.

To convert PC-TARE data to STAR data:

1. Select **System > Data Conversion** from the STAR Menu Bar. The Data Conversion window (Figure 13) is displayed.

2. Select the appropriate conversion type and the pay period of the data to be converted.
3. Complete the fields as indicated under [Data Conversion Window Field Instructions](#).
4. Click to convert the data.
Note: If any errors arise during the conversion process, correct these errors in STAR.
5. Select the location of the file to be converted.
6. Click  and click **[OK]** on the Conversion Status Pop-up.
7. Select **[OK]** on the Conversion Status pop-up.

Backup/Restore

The backup and restore features of STAR are used by the System Administrator or Timekeeper to back up T&A and table data and to restore data. To back up or restore data, select **System > Backup/Restore** on the STAR Menu Bar. The Contact Point List For Backup/Restore Processing pop-up (**Figure 14**) appears with a list of all contact points for that timekeeper. For more information on the Contact Point For Backup/Restore Processing pop-up, see [Contact Point List For Backup/Restore Processing Pop-up Field Instructions](#).

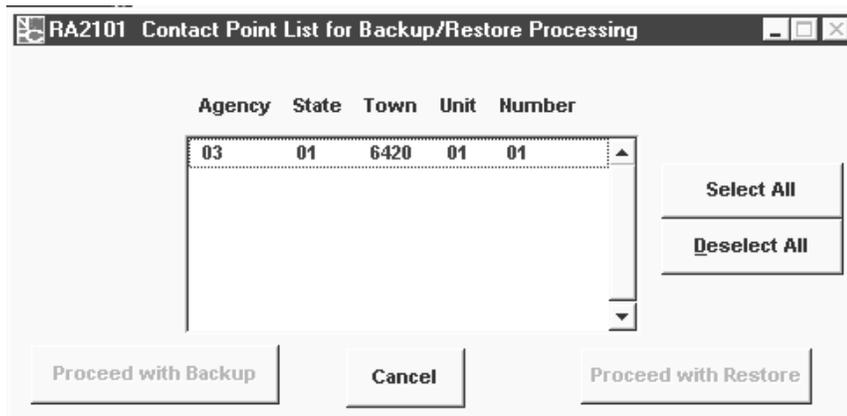


Figure 14. Contact Point List For Backup/Restore Processing pop-up

For more information, see:

[Backing Up Data](#)

[Restoring Data](#)

Backing Up Data

Backup is used to back up T&A data to avoid the accidental loss of data. T&A data should be backed up once a pay period. Data that is backed up can be restored to any PC or LAN drive. Backup may be saved to any drive. The backup path must be defined before data can be backed up. For instructions on the Backup Path pop-up, see [Backup Path Pop-up Field Instructions](#).

The System Administrator defines the path where the backed up data is to be stored.

To back up data:

1. On the Contact Point List For Backup/Restore Processing pop-up (**Figure 14**), click **[Proceed With Backup]**. The Backup Path pop-up (**Figure 15**) appears.

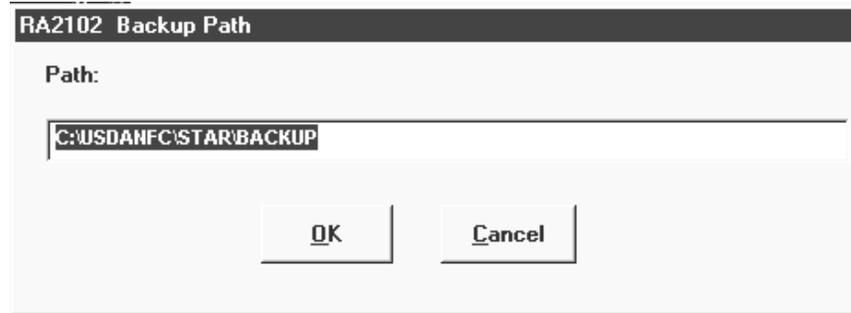


Figure 15. Backup Path pop-up

2. Complete the Path field as indicated under [Backup Path Pop-up Field Instructions](#).
3. Click **[OK]** to back up the data or **[Cancel]** to cancel the backup and return to the Contact Point List For Backup/Restore Processing pop-up. If you click **[OK]**, the Backup pop-up (**Figure 16**) appears.

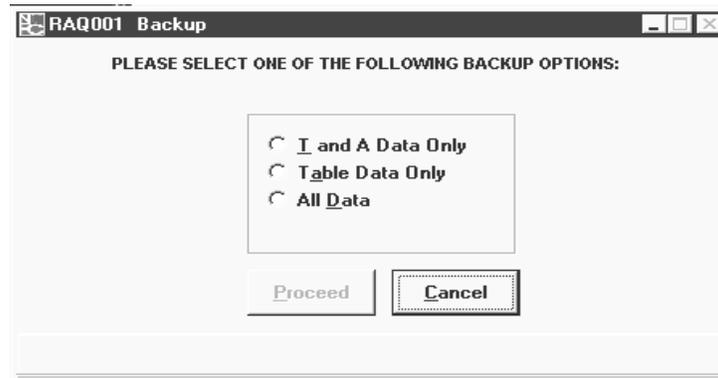


Figure 16. Backup pop-up

4. Complete the fields as indicated under [Backup Pop-up Field Instructions](#).
5. Click **[Proceed]** to proceed with the backup process or **[Cancel]** to cancel the backup. A message, *Backup was successful*, is displayed after the backup process is performed.

Note: If you use the same path each pay period, the previous pay period data is replaced with the current pay period data.

Restoring Data

Restore is used to (1) retrieve data that was accidentally deleted or move an employee record from one PC to another and to restore T&A's that have been archived.

The System Administrator or Timekeeper uses this option to restore data.

To restore T&A data:

1. On the Contact Point List For Backup/Restore Processing pop-up, click **[Proceed With Restore]**. The Restore pop-up (**Figure 17**) appears.



Figure 17. Restore pop-up

2. Complete the fields as indicated under [Restore Pop-up Field Instructions](#).
3. After completing the fields, click **[Continue]** to continue with the restore process or **[Cancel]** to cancel the function. If you click **[Continue]**, an Open pop-up (**Figure 18**) appears.

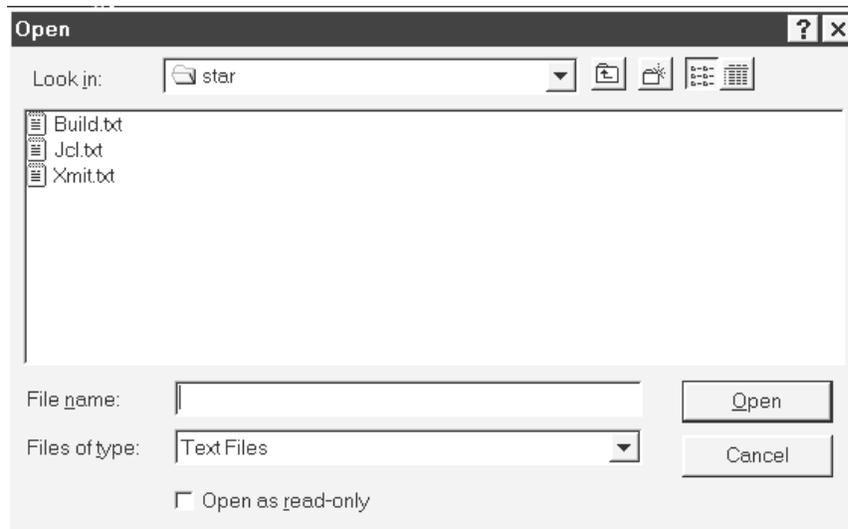


Figure 18. Open pop-up

4. Complete the fields as indicated under [Open Pop-up For Restore Field Instructions](#).

Note: The following backed-up files are used when restoring data:

- ACCTGXXXXXXXX (to be used when restoring the Accounting Table)
- CNTPTXXXXXXXX (to be used when restoring the Contact Point Table)
- LEAVXXXXXXXX (to be used when restoring the Leave Type Table)
- PPXXXXXXXX.bak (to be used when restoring the Pay Period Table)
- STAR_DEFXXXXXX (to be used when restoring STAR default data)
- STAR_TAXXXXXXX (to be used when restoring T&A data)
- TCXXXXXXXX.bak (to be used when restoring the Transaction Code Table)

Note: The last 8 digits in the file name are the date the file was created. The first 4 indicate the year, the second 2 indicate the month, and the last 2 indicate the day of the month. For example, ACCTG20000103 refers to 2000, January 03.

5. Click **[Open]** to restore the file(s) or **[Cancel]** to cancel the restore. You are returned to the Restore pop-up (**Figure 17**) for either option chosen.

Automatic Backup

STAR allows any user to select a backup directory. The auto backup directory option does an automatic backup of the database file.

To perform automatic backup:

Note: The backup directory option is user ID specific and not workstation specific. For example, user NFCxxb serves as a backup when user NFCxx is out. Both users have identical access and share the same workstation or LAN directory for STAR purposes. Both users must establish a backup path while logged into their respective ID's. This path does not automatically apply to user NFCxxb even though the user have identical paths.

1. Select **System > Auto Backup Directory** from the STAR Menu Bar. The Automatic Backup Directory pop-up (**Figure 19**) appears.

Note: It is recommended that a user does not use the same backup directory and/or name as another user so that they do not overwrite each others' files if using individual databases.

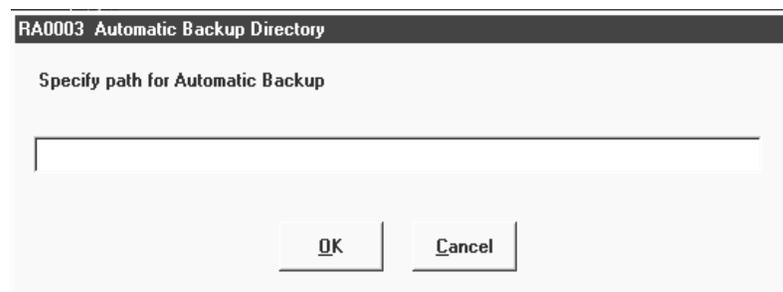


Figure 19. Automatic Backup Directory pop-up

2. On the Automatic Backup Directory pop-up, complete the Specify Path For Automatic Backup field as indicated under [Automatic Backup Directory Pop-up Field Instructions](#).
3. Click **[OK]** to define the backup drive or **[Cancel]** to cancel the function and return to the STAR Menu Bar.

Note: You only have to complete this process once. After this process is initially completed, the database is automatically backed up to the specified directory each time the user exits STAR.

Import/Export

Export is used to transfer data from tables in one STAR database to another STAR database. The Import option is used by the System Administrator to import accounting, leave, pay period, and TC tables into the STAR database. Before data can be imported, data must be exported onto a disk making the data available for import.

For more information, see:

[Exporting A File](#)

[Importing A File](#)

Exporting A File

The System Administrator can export table data onto a specific drive or any LAN drive.

To export a file:

1. Select **System > Import/Export** from the STAR Menu Bar. The Import/Export window (**Figure 20**) is displayed.

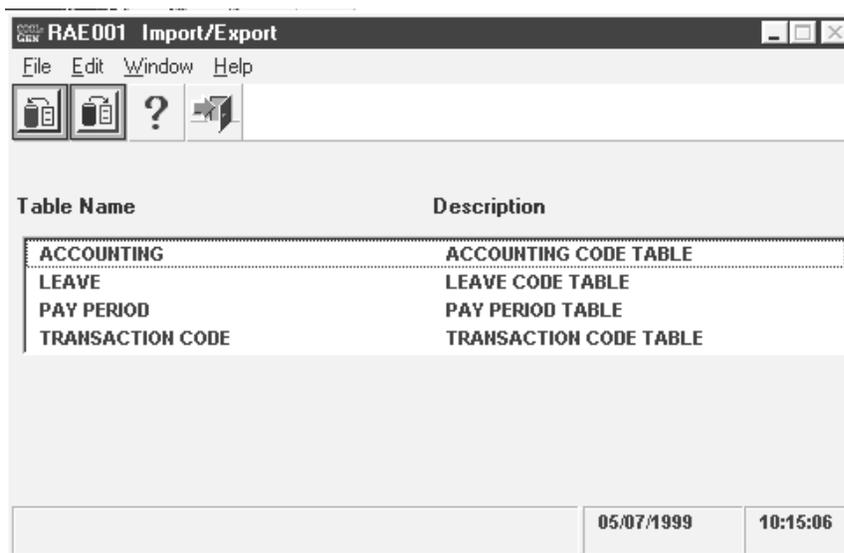


Figure 20. Import/Export window

2. Select the table to be exported and click . The Export Path/File Name pop-up (**Figure 21**) appears.

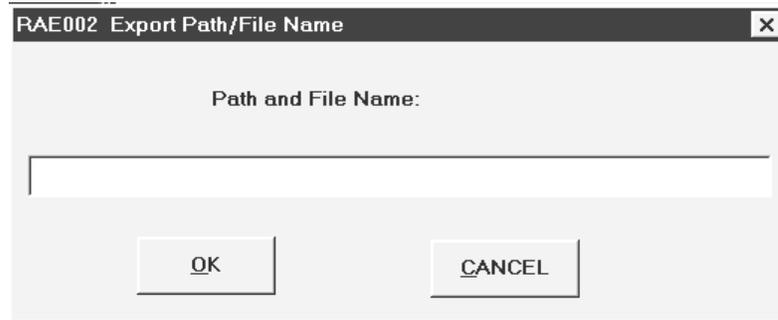


Figure 21. Export Path/File Name pop-up

3. Complete the Path and File Name field as indicated under [Export Path/File Name Pop-up Field Instructions](#).
4. Click **[OK]** to export the file or **[Cancel]** to cancel the function. The message, *Processing Was Successful* is displayed on the Import/Export window after you export the file.

Note: Prior to using the Export function, back up your STAR files to avoid accidental loss of files.

Importing A File

The System Administrator can import table data to multiple PC's or LAN's. This customization of STAR PC's saves time and minimizes errors because each timekeeper does not have to enter his/her own table data.

To import a file:

1. Select **System > Import/Export** from the STAR Menu Bar. The Import/Export window (**Figure 20**) is displayed.
2. Select the table to be imported.
3. Click  on the Import/Export window (**Figure 20**). The Open pop-up (**Figure 18**) appears.
4. In the Look In box, click  to locate the applicable drive of the file you are importing.
5. Click the applicable drive so that the drive is displayed in the Look In box.
6. Complete the fields as indicated under [Open Pop-up For Import Field Instructions](#).
7. Click **[Open]** to import the text file or **[Cancel]** to cancel the import. The message *Processing Was Successful* is displayed on the Import/Export window after you import the file.

Archive

Archive is used by the System Administrator or Timekeeper to remove older T&A's from the database. Archived data can always be restored by using the Restore option. Data is archived for a contact point by pay period and year. Data can be archived to an applicable drive or any LAN drive. The archive function may also be used to retire the T&A records of a separated employee so that he/she may be deleted from the main database.

For more information, see:

[Archiving Data](#)

Archiving Data

The System Administrator or Timekeeper uses the Archive option. The Contact Point List defines which contact point T&A's are to be archived. Archived data can always be restored.

To archive data:

1. Select **System > Archive** from the STAR Menu Bar. ►The Archive pop-up (**Figure 22**) appears.

Agency	State	Town	Unit	Number
90	22	1690	99	99
99	99	9999	99	99
AM	88	8888	88	88

Figure 22. Archive pop-up◀

2. Complete the fields as indicated under [Archive Pop-up Field Instructions](#).
3. Click to select the pay period, the Archive Pay Period List pop-up (**Figure 23**) appears. Select the applicable pay period and click **[Select]** to select the pay period or **[Cancel]** to cancel the function. After clicking **[Select]** or **[Cancel]**, you are returned to the Archive pop-up (**Figure 22**).
4. ►To archive a single employee, key in the applicable SSN and click **[Continue]**.◀

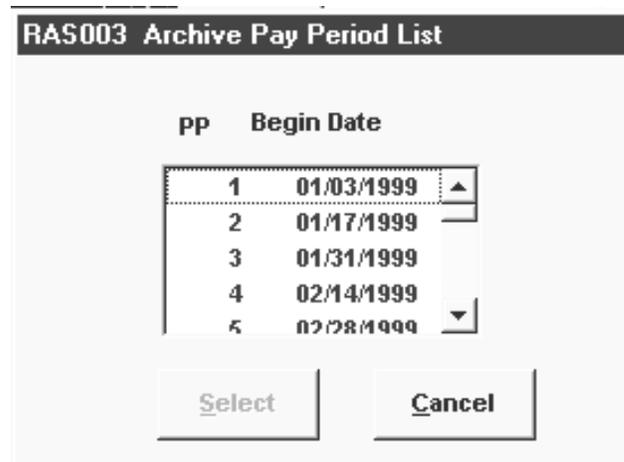


Figure 23. Archive Pay Period List pop-up

5. Click **[Continue]** to archive the data or **[Cancel]** to cancel the archive and return to the STAR Menu Bar. If you click **[Continue]**, the Archive Path pop-up (**Figure 24**) appears.



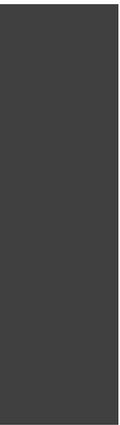
Figure 24. Archive Path pop-up

To define the archive path:

1. On the Archive pop-up (**Figure 22**), click **[Continue]**. The Archive Path pop-up (**Figure 24**) appears.
2. Complete the Path And File Name field as indicated under [Archive Path Pop-up Field Instructions](#).

Note: When performing subsequent archives, make sure the path and file name are different from previous archived files; otherwise, the file(s) will be overwritten.

3. Click **[Continue]** to define the path or **[Cancel]** to cancel the function. After clicking **[Continue]** or **[Cancel]**, you are returned to the Archive pop-up.



Tables

This section presents the following topics:

[About Tables](#)

[Accounting Code](#)

[Transaction Code](#)

[Pay Period](#)

[Leave Type](#)

About Tables

Tables is an option on the STAR Menu Bar. The Tables menu is displayed when you select **Tables** from the STAR Menu Bar. This option is used by the Application Administrator to maintain the STAR accounting, transaction code (TC), pay period, and leave type tables. Also, the timekeeper can modify the accounting and pay period tables.

Accounting Code

Accounting Code is an option on the Tables menu. The Accounting Code table is used to enter, edit, and delete accounting codes used on the T&A. For information on deleting an accounting code, see [Deleting Items In STAR](#). The Accounting Code table installed with STAR contains no data. In addition, as long as the Accounting Code Table is blank, STAR will accept any accounting codes entered on the T&A. However, once the Accounting Code Table contains data, only codes in the table are acceptable. This section provides instructions for completing the accounting data recorded on the T&A.

Each employee's record maintained at NFC contains appropriation and accounting information that is used to disburse and charge the employee's pay and related expenditures to the proper accounting records. Each agency uses unique accounting codes and formats. The accounting data entered on the T&A is edited for validity and field length.

The Accounting Code table can be customized by adding your agency's valid accounting codes. The format of accounting codes on the table must agree with the accounting code entered on the T&A.

To get to the Accounting Code List window, select **Tables > Accounting Code** from the Tables menu. The Accounting Code List window (**Figure 25**) is displayed.

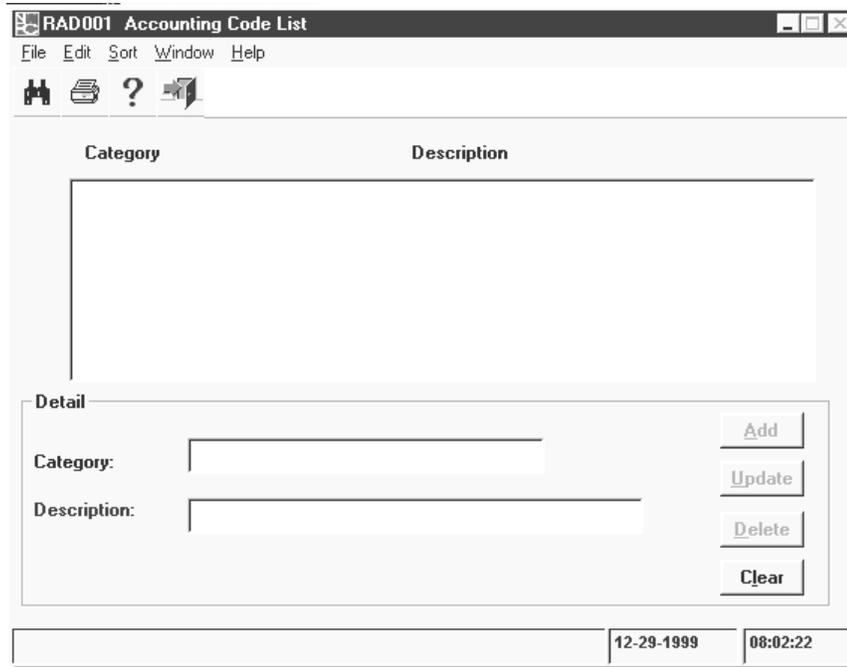


Figure 25. Accounting Code List window

For more information, see:

[Adding Or Updating An Accounting Code](#)

[Searching For An Accounting Code](#)

[Rolling Over An Accounting Code](#)

Adding Or Updating An Accounting Code

The Application Administrator and/or Timekeeper can add an accounting code to the Accounting Code Table or update an accounting code that is already established on the Accounting Code Table.

To add or update an accounting code:

1. Select **Tables > Accounting Code** from the STAR Menu Bar. The Accounting Code List window (**Figure 25**) is displayed with the available options highlighted.
2. To add an accounting code, complete the fields as indicated under [Accounting Code List Window Field Instructions](#).
3. After entering data into the key field, the Add option becomes available. Click **[Add]** to add a new accounting code.

OR

To update an accounting code, select the applicable accounting code. The accounting code selected will display in the detail area.

4. Make the applicable changes.
5. After modifying the information, click **[Update]** to update the accounting code.

Note: Only the description field may be modified. To make changes to the category field, the accounting code must be deleted and reentered. For information on deleting an accounting code, see [Deleting Items In STAR](#).

Searching For An Accounting Code

This option is used to search for an accounting code.

To search for an accounting code:

1. Click  on the Accounting Code List window (**Figure 25**). The Accounting Code Search pop-up (**Figure 26**) appears.



Figure 26. Accounting Code Search pop-up

2. Complete the fields as indicated under [Accounting Code Search Pop-up Field Instructions](#).
3. Click **[Find]** to search for an accounting code on the Accounting Code List window or **[Cancel]** to cancel the search.

Rolling Over An Accounting Code

The Application Administrator and/or Timekeeper can use this option to roll over accounting codes from the current fiscal year to the new fiscal year. This option provides for updating the Accounting Code table to include codes for the next fiscal year. This feature allows STAR to maintain more than one set of accounting codes.

By using the rollover option, a new list of accounting codes is developed. The current fiscal year accounting codes are still present on the Accounting Code table. The current fiscal year accounting codes must be deleted to be removed from the Accounting Code table.

Prior and current fiscal year accounting codes should be maintained to allow the entry of a corrected T&A.

To roll over an accounting code:

1. Select **Tables > Accounting Code** from the STAR Menu Bar. The Accounting Code List window is displayed.
2. On the Accounting Code List window, select **Edit > Rollover Accounting**. The Accounting Code Rollover pop-up (**Figure 27**) appears.

The screenshot shows a window titled "RAD101 Accounting Code Rollover". It features two main input areas. The first is labeled "CHANGE FROM" and contains a row of 25 small rectangular input boxes. Above the first six boxes are the numbers 1, 5, 10, 15, 20, and 25. The second area is labeled "CHANGE TO" and also contains a row of 25 input boxes with the same numbers above the first six. At the bottom of the window, there are two buttons: "Create New Acctg Codes" and "Cancel".

Figure 27. Accounting Code Rollover Pop-up

3. Complete the fields as indicated under [Accounting Code Rollover Pop-up Field Instructions](#) to roll over the accounting codes from the current fiscal year to the new fiscal year,.
4. After completing the fields, click **[Create New Acctg Codes]** to roll over the accounting codes or **[Cancel]** to cancel the function. The Accounting Code Rollover pop-up (**Figure 27**) closes after you click **[Create New Acctg Codes]** or **[Cancel]**. You are returned to the Accounting Code List window (**Figure 25**).

Note: After clicking **[Create New Acctg Codes]** on the Accounting Code Rollover pop-up (**Figure 27**), you must close the Accounting Code List window to refresh the window. The next time you open the Accounting Code List window you can view the new accounting code.

Transaction Code

The Transaction Code (**Figure 28**) table contains a list of TC's from which each T&A prepared is edited against. The Transaction Code table that is built into STAR during installation contains a list of all TC's available for T&A processing. These TC's are taken from Table Management System (TMGT) Table 032, Transaction Codes. The Application Administrator can enable or disable those TC's applicable to your agency. Timekeepers will see only those TC's that are selected as enabled. In the event that new TC's are implemented, the Application Administrator will receive instructions for adding the new TC to the table.

Note: You cannot delete a TC from the table. TC's can only be enabled or disabled. You can use the Enable field to customize your TC table so that Timekeepers will only see those TC's applicable to the agency.

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

The transaction prefix is a code used 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.

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. However, its use is required for wage grade employees to designate the shift for the TC entered.

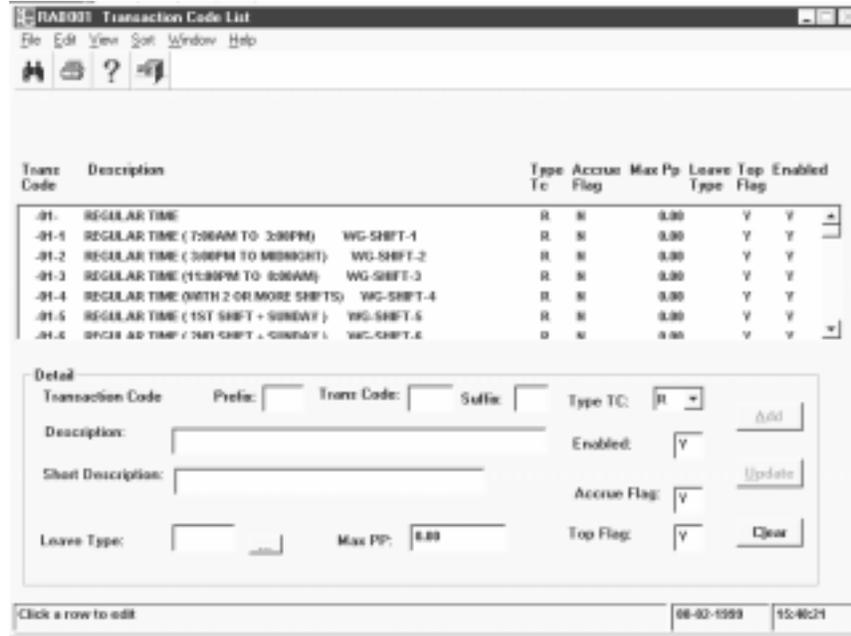


Figure 28. Transaction Code List window

For more information, see:

- [Searching For A Transaction Code](#)
- [Adding Or Updating A Transaction Code](#)
- [Enabling Or Disabling A Transaction Code](#)

Searching For A Transaction Code

This option allows you to search for a TC on the Transaction Code table.

To search for a TC:

1. Select **Tables > Transaction Code** from the STAR Menu Bar. The Transaction Code List window (Figure 28) is displayed.
2. Click  on the Transaction Code List window. The Transaction Code Search pop-up (Figure 29) appears.

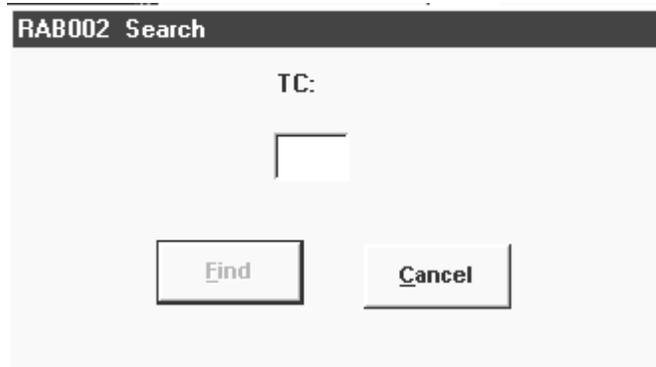


Figure 29. Transaction Code Search pop-up

3. Complete the TC field as indicated under [Transaction Code Search Pop-up Field Instructions](#).
4. Click **[Find]** to search for a TC or **[Cancel]** to cancel the search.

Adding Or Updating A Transaction Code

The Application Administrator can add a new TC in the event that a new TC is established or can update a TC that has already been established on the Transaction Code table.

To add a new TC or modify a TC that has already been established on the TC table:

1. Select **Tables > Transaction Code** from the STAR Menu Bar. The Transaction Code List window (**Figure 28**) is displayed with the available options highlighted.
2. To add a new TC, complete the fields as indicated under [Transaction Code List Window Field Instructions](#).

OR

To modify a TC that has already been established, select the applicable TC. The TC selected will display in the detail area.

3. Make the applicable changes.
4. After adding/modifying the information, click **[Add]** to add a TC, or **[Update]** to modify an existing TC.

Enabling Or Disabling A Transaction Code

This option is used by the Application Administrator to enable or disable TC's. This allows the agency timekeepers to only see those TC's that are applicable to that agency when entering T&A's on the Biweekly T&A window (**Figure 41**) and using the Transaction Code Selection pop-up (**Figure 43**) to select TC's. All TC's are marked as enabled (**Y**) when the Application Administrator initially works with the table.

To enable/disable a TC:

1. Select **Tables > Transaction Code** from the STAR Menu Bar. The Transaction Code List window (**Figure 28**) is displayed.

2. Select the TC to be enabled/disabled.
3. Make the applicable change in the Enable field.
4. Click **[Update]**. The Enable field now displays an **N** to represent the change.

Pay Period

Pay Period is an option on the Tables menu. This option initially displays pay period numbers and dates for 26 previous, 26 current, and 26 future pay periods from the date of STAR implementation. To get to the Pay Period List window, select **Tables > Pay Period** from the Tables menu. The Pay Period List window (**Figure 30**) is displayed. For instructions on using the Pay Period List window, see [Pay Period List Window Field Instructions](#).

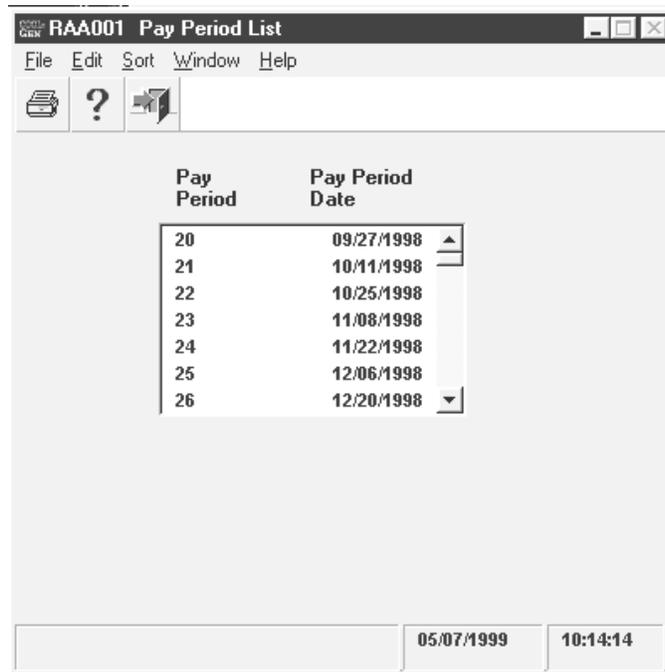


Figure 30. Pay Period List window

Note: To create additional pay periods, select **Edit > Generate Pay Periods**. The previous year's pay periods, the current year's pay periods, and the next year's pay periods are displayed.

Leave Type

Leave Type is an option on the Tables menu. This option displays the various leave types used by employees. When a new leave type is added to the Payroll/Personnel System, the Application Administrator will receive instructions for adding 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. Only leave types added by an agency may be updated or deleted. For more information on deleting a leave type, see [Deleting Items STAR Records](#).

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 on the Leave Type Table.

To search for a leave type:

1. Select **Tables > Leave Type** from the STAR Menu Bar. The Leave Type List window (**Figure 31**) is displayed with the available options highlighted.



Figure 31. Leave Type List window

2. Click . The Leave Type List Search pop-up (**Figure 32**) appears.

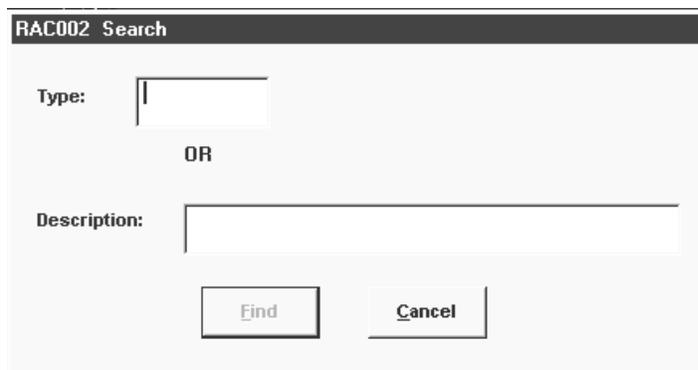


Figure 32. Leave Type Search pop-up

3. Complete the fields as indicated under [Leave Type Search Pop-up Field Instructions](#).

4. Either click **[Find]** to search for a leave type or click **[Cancel]** to cancel the search. After clicking **[Find]** or **[Cancel]**, you are returned to the Leave Type List window.

Adding A Leave Type To The Leave Type Table

The Application Administrator can add a new leave type on 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. Select **Tables > Transaction Code** from the STAR Menu Bar. The Transaction Code List window (**Figure 28**) is displayed. For information on using the Transaction Code List window, see [Adding Or Updating A Transaction Code](#).
2. Click . The Leave Type List window (**Figure 31**) 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: Only leave types added by the Application Administrator when a new TC is added to the Payroll/Personnel System may be updated or deleted. Leave types contained in the STAR application may not be updated or deleted.

Employee Maintenance

This section presents the following topics:

[About Employee Maintenance](#)

[Searching For An Employee Record](#)

[Adding Or Updating An Employee Leave Account](#)

[Maintaining Leave Accounts](#)

[Printing The Open Window](#)

About Employee Maintenance

The Employee Maintenance option is used by Timekeepers to record employee data. When a Timekeeper has access to more than one contact point, the Contact Point List window (**Figure 33**) is displayed before the Employee List window (see **Figure 34**). You must select the applicable contact point record and click  before the Employee List window is displayed.

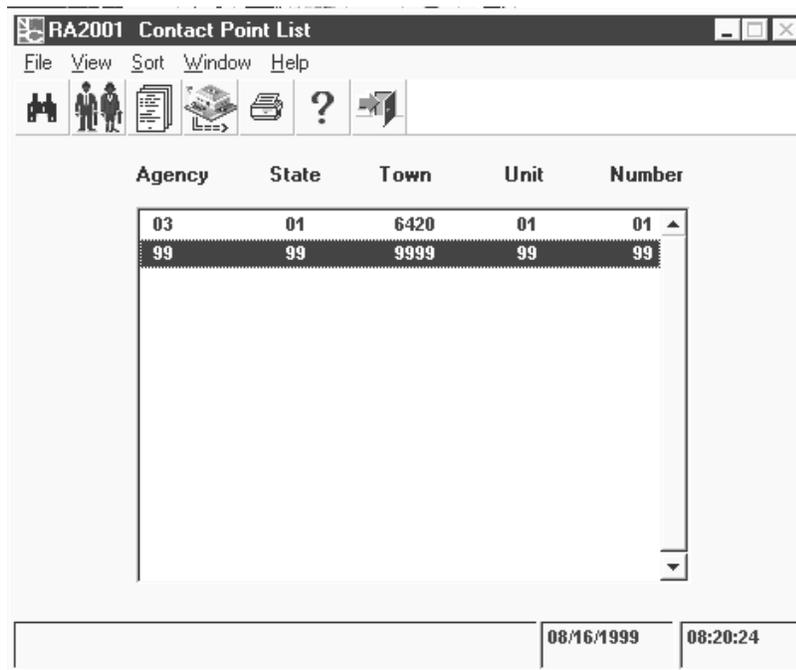


Figure 33. Contact Point List window

Select **File > Employee Maintenance** from the STAR Menu Bar. The Employee List window (**Figure 34**) is displayed with the available options highlighted. The Employee List window displays a list of all employees for the selected contact point that are maintained by a Timekeeper. You can sort the Employee List by either name or SSN. The window defaults to SSN, but you can select **View > Sort By Name** to change the sort feature.

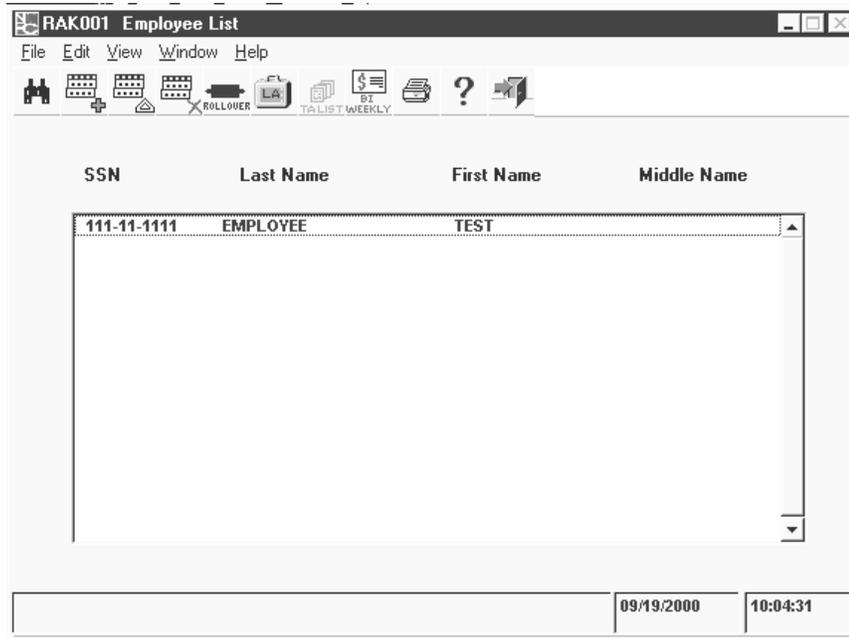


Figure 34. Employee List window

Searching For An Employee Record

This option allows you to search for an employee record on the Employee List window (Figure 34).

To search for an employee record:

1. On the Employee List window, click . The Employee Search pop-up (Figure 35) appears.

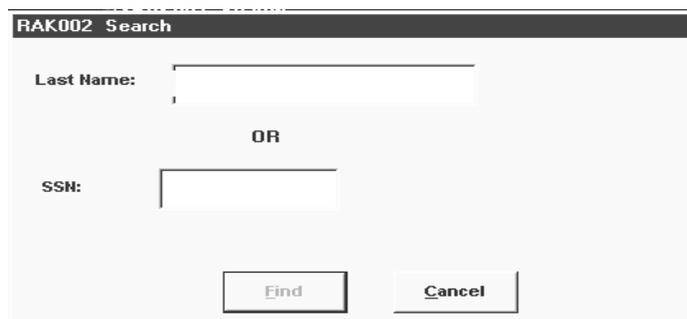


Figure 35. Employee Search pop-up

2. Complete the fields as indicated under [Employee Search Pop-up Field Instructions](#).
3. Either click **[Find]** to search for an employee record or **[Cancel]** to cancel the search.

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 or archived, all T&A records for the employee must be deleted or archived. T&A's that have not been transmitted may be deleted; however, T&A's that have already been transmitted must be archived. 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](#).

Note: If a T&A Contact Point has changed as a result of a reorganization, move, etc., the change must be made in EMCP. In this event, the Timekeeper should contact the agency designated representative to make the change.

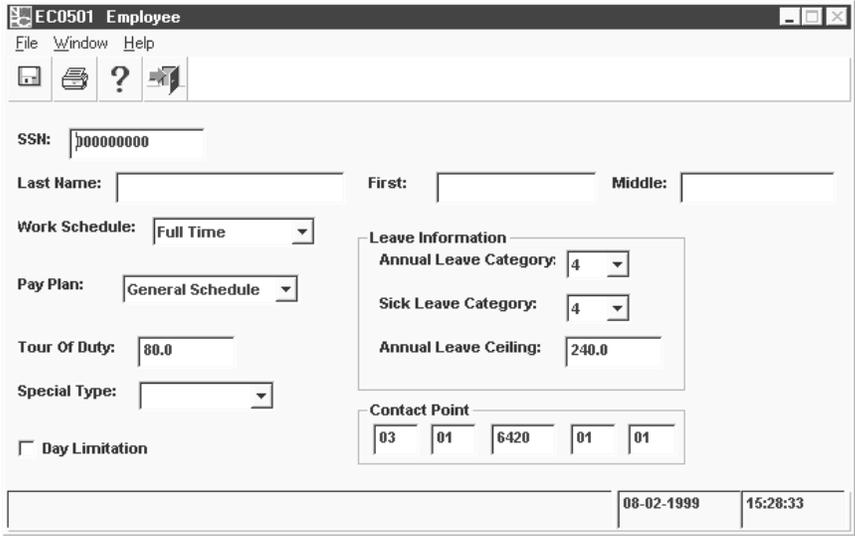
To add/update an employee:

1. On the Employee List window (**Figure 34**), click  to add a new employee record. The Employee window (**Figure 36**) is displayed.

OR

Select the applicable employee record and click . The Employee window is displayed.

Note: Although the Employee window is accessed through the Employee List in STAR, the Employee window is the same window used by EMCP; therefore, when a customer enters data on the Employee window, the customer is actually entering data in EMCP.



The screenshot shows the 'Employee' window with the following fields and values:

- SSN: 00000000
- Last Name: [Empty]
- First: [Empty]
- Middle: [Empty]
- Work Schedule: Full Time
- Pay Plan: General Schedule
- Tour Of Duty: 80.0
- Special Type: [Empty]
- Day Limitation:
- Leave Information:
 - Annual Leave Category: 4
 - Sick Leave Category: 4
 - Annual Leave Ceiling: 240.0
- Contact Point: 03 01 6420 01 01
- Date/Time: 08-02-1999 15:28:33

Figure 36. Employee window

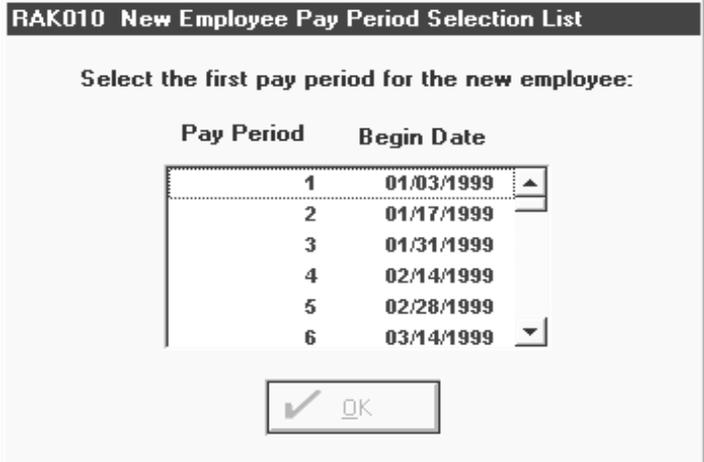
2. Complete the fields as indicated under [Employee Window Field Instructions](#).

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

3. Click  on the Employee window (**Figure 36**) to save the record. The message *The Save Was Successfully Performed* is displayed.

4. Click  to return to the Employee List window (**Figure 34**).

Note: If this is the first pay period for an employee, a New Employee Pay Period Selection List pop-up (**Figure 37**) appears. Select the employee's first pay period on the New Employee Pay Period Selection List pop-up and click **[OK]**. After clicking **[OK]** on the New Employee Pay Period Selection List pop-up, the Employee Leave Account window (**Figure 38**) is displayed. For information on the Employee Leave Account window, see [Adding Or Updating An Employee Leave Account Record](#).



Pay Period	Begin Date
1	01/03/1999
2	01/17/1999
3	01/31/1999
4	02/14/1999
5	02/28/1999
6	03/14/1999

Figure 37. New Employee Pay Period Selection List pop-up

Maintaining Leave Accounts

The Leave Account option is used to maintain the leave accounts for an employee. The Employee Leave Account window displays leave data for an employee, e.g., the employee's compensatory time for religious observance, family friendly leave data, etc.

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 window (**Figure 36**). If you forget to do this before preparing a transmission file, you must revalidate the T&A. You can also make corrections to an employee's leave account at any time during the pay period.

Leave discrepancies involving leave errors within the current or previous 26 pay periods should be resolved by preparing a corrected T&A. For leave discrepancies over 26 pay periods, submitting a leave audit and correcting the database through TINQ is used to correct the error. The leave correction is applied to the database in the pay period after the corrected T&A is processed. The leave audit and TINQ are used as a last resort when correcting leave errors. See the TINQ procedure for adjusting leave data in the database. For more information on preparing a corrected T&A, see [Preparing A Corrected T&A](#).

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 still 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 an action was cut, and employee returns to duty, the Timekeeper would click **[Add New]** from the employee's Time And Attendance List window (**Figure 40**). The Select Pay Period pop-up (**Figure 56**) appears, and the Timekeeper selects the appropriate pay period for the employee's return to duty.

Note: 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 computes this automatically so that no action on the part of the user is necessary. 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.

Note: 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 computes this automatically for employees in Leave Category 6 so that no action on the part of the user is necessary.

For more information, see:

[Adding Or Updating A 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](#).

To add or update a leave type record:

1. On the Employee List window (**Figure 34**), select the applicable employee and click . The Employee Leave Account window (**Figure 38**) for that employee is displayed.

Employee Leave Account window showing details for Employee SSN: 333-33-3333, Name: SPLIT, TEST. Pay Period: 1, Begin Date: 01/02/2000. The table below shows leave types and their respective values:

Type	Forward	Accrued	Used	Balance
ANNUAL	250.00	4.00	0.00	252.00
SICK	70.00	4.00	0.00	70.00

Detail section shows Type: MILR, MILITARY REGULAR. Forward: 0.00, Accrued: 0.00, Used: 0.00. Military Leave For Part One Of Split TA. Part One Forward: 0.00, Part One Used: 0.00.

Figure 38. Employee Leave Account window

- 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.

- Click **[Add]** to add the leave type record or **[Update]** to update an existing leave type.
- When adding a new employee, the Employee Leave Account window (**Figure 38**) is displayed after adding the employee on the Employee window (**Figure 36**). If this the first record for an employee in STAR, select each applicable leave type and click **[Update]**. Updating the applicable leave types will eliminate leave balance errors.

Note: If the employee was converted from PC-TARE, you do not need to **[Update]** the leave types. The Data Conversion process will perform this function.

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 Leave Account window (**Figure 38**). Therefore, if an employee has a balance greater than **0**, the Timekeeper must **[Update]** the record.

Printing The Open Window

This option allows you to make a screen print of the open window.

To print a record:

1. On the applicable window, click . The Print window (**Figure 39**) is displayed.

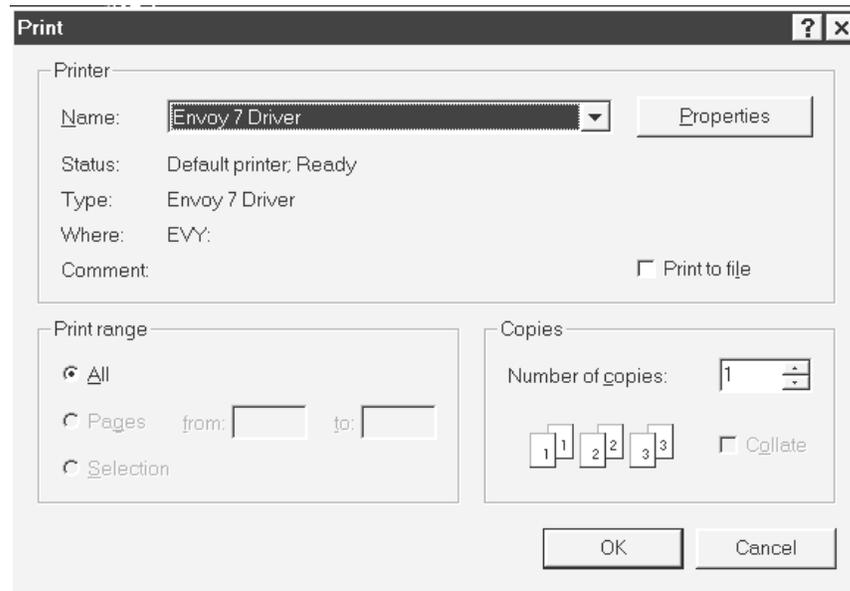


Figure 39. Print window

2. Complete the fields as indicated under [Print Window Field Instructions](#).
3. Either click **[OK]** to print the record or **[Cancel]** to cancel the print job.

T&A Maintenance

This section presents the following topics:

[About T&A Maintenance](#)

[Preparing A T&A](#)

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

[Transmit T&A's](#)

[Print Reports](#)

About T&A Maintenance

T&A Maintenance is an option on the File menu. To select T&A Maintenance, select **File > T&A Maintenance** from the STAR menu bar. When a Timekeeper has access to more than one contact point, the Contact Point List window (**Figure 33**) is displayed before the Employee List window. You must select the desired contact point and click .

The Employee List window (**Figure 34**) is displayed with a list of all employees that are maintained by a Timekeeper. 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 34**), a Timekeeper can roll over all employees' T&A's to the next pay period.

By selecting the applicable employee and clicking  on the Employee List window, Timekeepers can access the Time And Attendance List window (**Figure 40**), or the Biweekly T&A window (**Figure 41**). The Time And Attendance List window provides a list by pay period of all T&A's for an employee while the Biweekly T&A window goes directly to the active T&A. Timekeepers can navigate through the employee list on both windows by using the , , , and  buttons. Timekeepers can also click  to go directly to the employee's T&A.

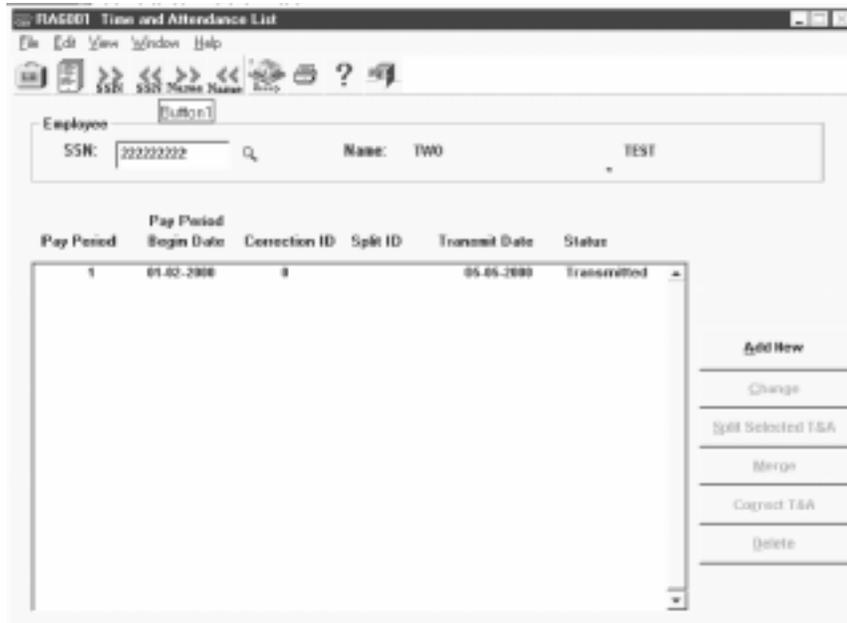


Figure 40. Time And Attendance List window

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.

To prepare a T&A:

1. Select **File > T&A Maintenance** from the STAR Menu Bar. The Employee List window (Figure 34) is displayed.
2. Select the applicable employee and click  or  on the Employee List window. If you clicked , the Time And Attendance List window (Figure 40) is displayed, or if you clicked , the Biweekly T&A window (Figure 41) is displayed.
3. On the Time And Attendance List window (Figure 40), select the applicable record and click **[Add New]**. The Biweekly T&A window (Figure 41) is displayed.

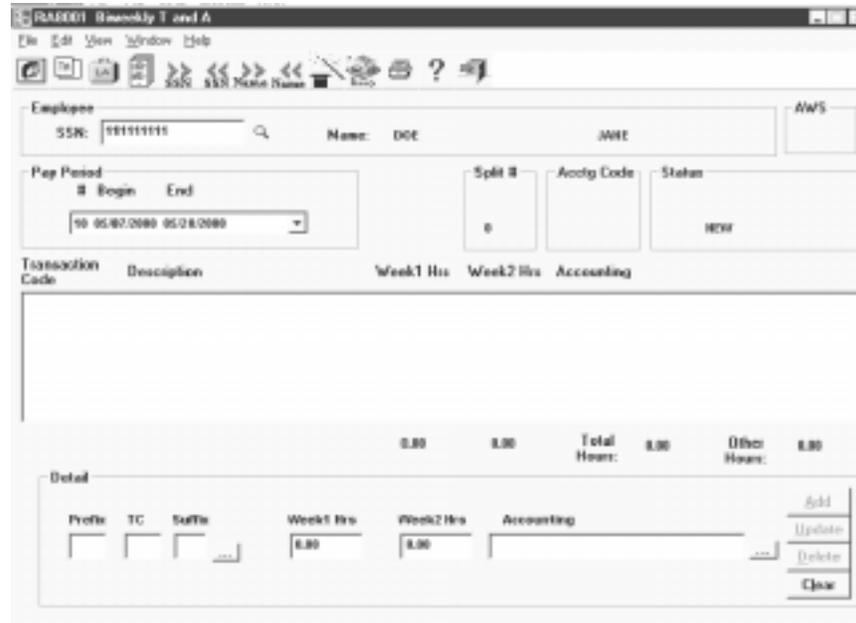


Figure 41. Biweekly T&A window

4. Complete the fields as indicated under [Biweekly T&A Window Field Instructions](#).
5. After completing the applicable fields for each TC line, click **[Add]**.

Note: On the Prefix, TC, and Suffix fields, you can click to display a list of available TC's. The Transaction Code Selection List pop-up (**Figure 43**) appears. For more information on the Transaction Code Selection List pop-up, see [Using The Transaction Code Selection List Pop-up](#).

The Application Administrator controls the list of TC's that can be utilized by a Timekeeper, and normally filters out those that are not applicable. However, in the event that a needed TC does not appear on the list, the Timekeeper should contact the application administrator.

Note: If you enter a TC that is a dollar amount TC, the Enter Total Dollar Amount pop-up (**Figure 42**) appears. For more information on the Enter Total Dollar Amount pop-up, see [Using The Enter Total Dollar Amount Pop-up](#).



Figure 42. Enter Total Dollar Amount pop-up

For more information see:

[Using The Transaction Code Selection List Pop-up](#)

[Using The Accounting Code Selection List Pop-up](#)

[Using The Enter Total Dollar Amount Pop-up](#)

[Maintaining A Header Record](#)

[Changing A T&A](#)

[Preparing A Split T&A](#)

[Merging T&A Records](#)

[Preparing A Corrected T&A](#)

Using The Transaction Code Selection List Pop-up

The Transaction Code Selection List pop-up (**Figure 43**) appears when you click on the Prefix, TC, and Suffix fields. The Transaction Code Selection List pop-up is used to display a list of enabled TC's available to the Timekeeper.

To select a TC, prefix, or suffix:

1. On the Biweekly T&A window (**Figure 41**), click . The Transaction Code Selection List pop-up (**Figure 43**) appears.
2. Complete the fields as indicated under [Transaction Code Selection List Pop-up Field Instructions](#).
3. Click **[Select]** to select the applicable TC or **[Cancel]** to cancel the selection. You are returned to the Biweekly T&A window after clicking **[Select]** or **[Cancel]**.

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

1. On the Biweekly T&A window (**Figure 41**), click . The Transaction Code Selection List pop-up (**Figure 43**) appears.
2. Select **Edit > Search**. The Transaction Code Selection List Search pop-up (**Figure 45**) appears.

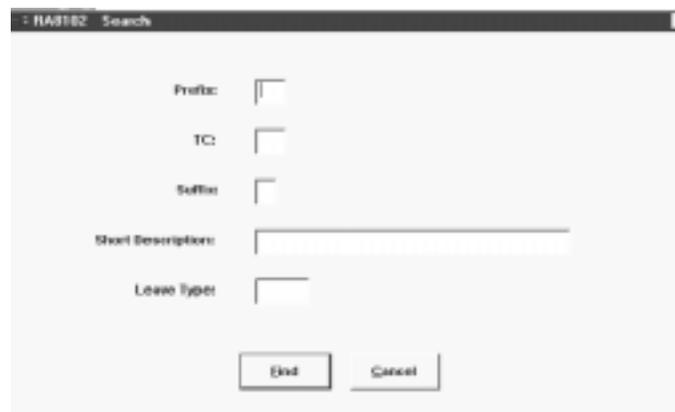


Figure 45. Transaction Code Selection List Search pop-up

3. Complete the fields as indicated under [Transaction Code Selection List Search Pop-up Field Instructions](#).
4. Click **[Find]** to search for the TC or **[Cancel]** to cancel the search and return to the Transaction Code Selection List pop-up.

Using The Accounting Code Selection List Pop-up

The Accounting Code Selection List pop-up (**Figure 44**) appears when you can click  on the Accounting field. The Accounting Code Selection List pop-up is used to select accounting codes from the accounting code table in STAR.

To select an accounting code:

1. On the Biweekly T&A window, click . The Accounting Code Selection List pop-up appears.
2. Complete the fields as indicated under [Accounting Code Selection List Pop-up Field Instructions](#).
3. Click **[Select]** to select the applicable accounting code or **[Cancel]** to cancel the selection. You are returned to the Biweekly T&A window after clicking **[Select]** or **[Cancel]**.

To search for an accounting code on the Account Code Selection List Pop-up:

1. On the Biweekly T&A window, click . The Accounting Code Selection List pop-up appears.
2. On the Accounting Code Selection List pop-up, select **Edit > Search**. The Accounting Code Selection List Search pop-up (**Figure 46**) appears.

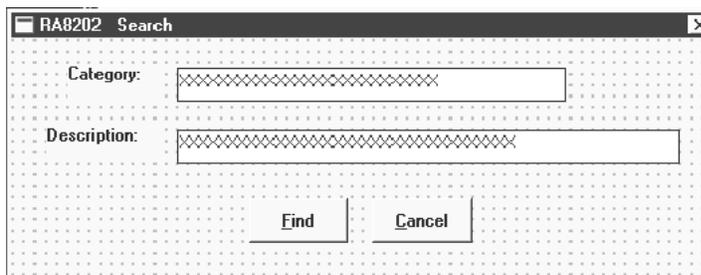


Figure 46. Accounting Code Selection List Search pop-up

3. Complete the fields as indicated under [Accounting Code Selection List Search Pop-up Field Instructions](#).
4. Click **[Find]** to search for the applicable accounting code or **[Cancel]** to cancel the search and return to the Accounting Code Selection List pop-up.

Using The Enter Total Dollar Amount Pop-up

The Enter Total Dollar Amount pop-up (**Figure 42**) appears when you enter a dollar TC in Prefix, TC, and Suffix fields on the employee's T&A. This pop-up is used to enter a dollar amount for those TC's that are recorded in dollars and cents.

1. On the employee's Biweekly T&A window (**Figure 41**), enter the appropriate dollar amount TC in the applicable Prefix, TC, and Suffix fields. The Enter Total Dollar Amount pop-up appears.
2. Complete the Dollar Amount field as indicated under [Enter Total Dollar Amount Pop-up Field Instructions](#).
3. Click [OK] to return to the Biweekly T&A window.

Maintaining A Header Record

This option allows you to maintain a header record for an employee.

To maintain a header record:

1. On the employee's Biweekly T&A window, click . The Update Header pop-up (**Figure 47**) appears.

Figure 47. Update Header pop-up

2. Complete the fields as indicated under [Update 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.

Changing A T&A

This option is used to update or change a T&A before it is transmitted. 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](#).

To change a T&A:

1. On the Employee List window, select the applicable employee and click  or . If you clicked , the Time And Attendance List window (**Figure 40**) for that employee

is displayed, or if you clicked , you are brought directly to the Biweekly T&A window (**Figure 41**).

2. On the Time And Attendance List window, select the record to be changed and click **[Change]**. The Biweekly T&A window 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 click **[Delete]**.

4. After all changes are made, click  to verify the T&A.

Preparing A Split T&A

This 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 one of the split T&A's contains an error, both T&A's will reject.

To prepare a split T&A:

1. On the Employee List window (**Figure 34**), select the applicable employee and click . The Time And Attendance List window (**Figure 40**) for that employee is displayed.
2. Select the applicable record and click **[Split Selected T&A]** on the Time And Attendance List window. A Confirm Split pop-up (**Figure 48**) appears.

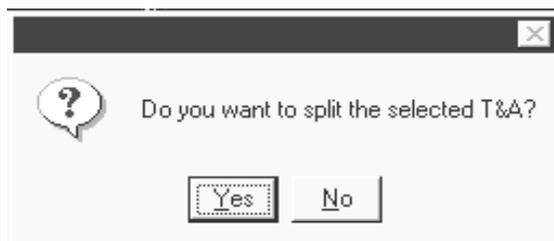


Figure 48. Confirm Split pop-up

3. Click **[Yes]** to split the T&A or **[No]** to cancel the split. If you click **[Yes]**, the Split T&A Information pop-up (**Figure 49**) appears.

RA6004 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 49. 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 49**), 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 Time And Attendance List window (**Figure 40**) 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  on either part of the T&A, verifies both T&A's.

Merging T&A Records

This option is used to cancel a split T&A.

To merge:

1. On the Employee List window (**Figure 34**), select the applicable employee and click . The Time And Attendance List window (**Figure 40**) for that employee is displayed.
2. Select either record of a split T&A on the Time And Attendance List window 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

This option is used to prepare a corrected T&A for a transmitted T&A from the T&A list. You can correct the T&A 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 not yet been transmitted, you must use the **Change** option. For more information on the **Change** option, see [Changing A T&A](#).

To prepare a corrected T&A:

1. On the Employee List window (**Figure 34**), select the applicable employee and click . The Time And Attendance List window (**Figure 40**) for that employee is displayed.
2. Select the applicable T&A and click **[Correct T&A]**. The Biweekly T&A window (**Figure 41**) 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  to re-verify the T&A.

Rolling Over T&A's

This option allows the Timekeeper to create 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  on the Employee List window (**Figure 34**). The Rollover pop-up (**Figure 50**) appears. For more information on using the Rollover pop-up, see [Rollover Pop-up Description](#).

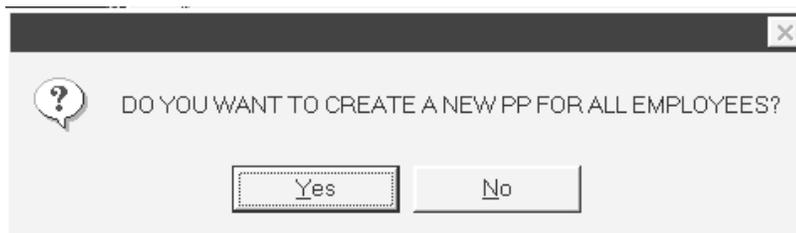


Figure 50. Rollover pop-up

To roll over T&A's:

1. On the Employee List window, click . The Rollover pop-up (**Figure 50**) appears.
2. Click **[Yes]** to roll over to the next pay period.
OR
[No] to cancel the rollover.
3. If you click **[Yes]**, the Pay Period List pop-up (**Figure 51**) appears.

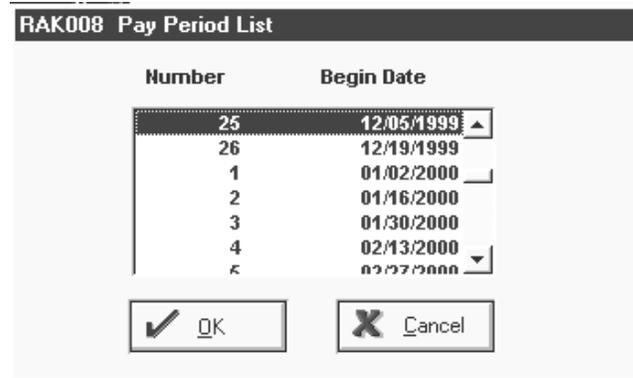


Figure 51. Pay Period List pop-up

To select the pay period to roll over T&A's:

1. At the Rollover pop-up (Figure 50), click [Yes].
2. Select the applicable pay period.
3. Click [OK] to roll over the pay period or [Cancel] to cancel the roll over. After clicking [OK] or [Cancel], you are returned to the Employee List window (Figure 34). For more information about the Pay Period List pop-up, see [Pay Period List Pop-up Field Instructions](#).

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, select **File > Transmit** on the STAR Menu Bar. The Prepare Transmit File window (Figure 52) is displayed. If a Transmitter has access to more than one contact point, the Contact Point List window (Figure 33) is displayed. You must select the applicable contact point record and click . The Prepare Transmit File window is displayed. The Prepare Transmit File window displays an employee list in alphabetical order. You can change the sort to SSN by selecting **View > Sort By SSN**.

Note: The Prepare Transmit File window can also be accessed from the Biweekly T&A window (Figure 41) and the Time And Attendance List window (Figure 40).

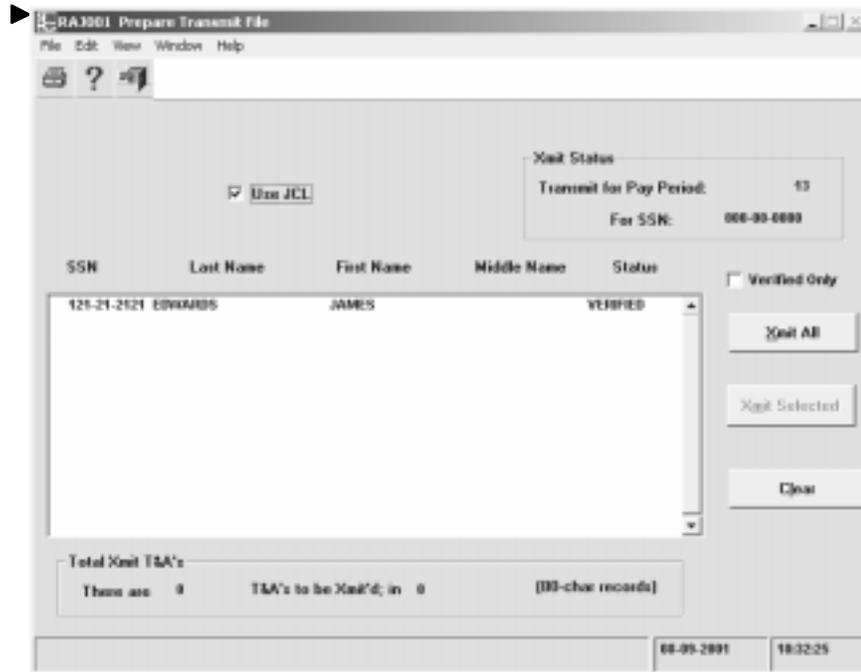


Figure 52. Prepare Transmit File window◀

For more information, see:

[Transmitting T&A's](#)

[Confirming The Transmission](#)

Transmitting T&A's

This option allows the Transmitter to prepare a transmission file for all T&A's for a contact point or for a selected T&A(s) for a contact point. As the T&A transmission file is prepared, the Status field for each employee on the list will be identified as Transmitted, and the Total Xmit T&A field will be updated.

To prepare a T&A transmission file:

1. Select **File > Transmit** from the STAR Menu Bar. The Select Pay Period pop-up (**Figure 56**) appears.
2. Select the applicable pay period and click **[OK]** to prepare the transmission file or **[Cancel]** to return to the STAR Menu Bar.
3. The Prepare Transmit File window (**Figure 52**) for the applicable pay period is displayed.
4. Complete the fields as indicated under [Prepare Transmit File Window Field Instructions](#).
5. To prepare a transmission file for all the T&A's for a contact point, click **[Xmit All]** on the Prepare Transmit File window, or to prepare a transmission file for a single T&A or a group of T&A(s) for a contact point, select the employee(s) for whom you wish to

prepare the transmission file and click **[Xmit Selected]** on the Prepare Transmit File window. The Transmit Password pop-up (**Figure 53**) appears, if the Use JCL field was checked on the Prepare Transmit File window (**Figure 52**).

6. ► To prepare a transmission file for only those T&A's that have a verified status, the Verified Only box must be checked on the Prepare Transmit File window (**Figure 52**). ◀

Note: You can remove data from the transmit file by selecting *Edit > Wipe Xmit File*.

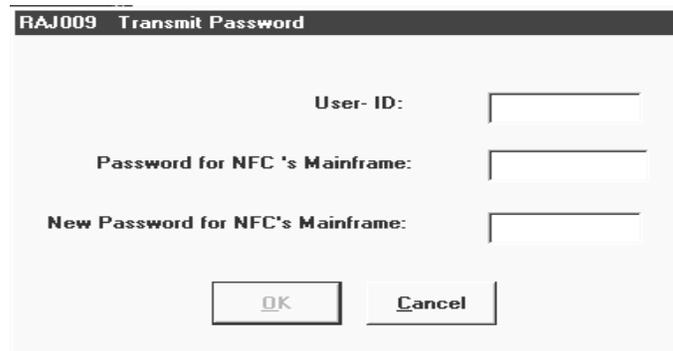


Figure 53. Transmit Password pop-up

To define the transmission password:

1. On the Prepare Transmit File window (**Figure 52**), click **[Xmit Selected]** or **[Xmit All]**. The Transmit Password pop-up (**Figure 53**) appears.
2. Complete the fields as indicated under [Transmit Password Pop-up Field Instructions](#).
3. Click **[OK]** to continue to prepare the transmit file or **[Cancel]** to cancel the transmit. If you click **[OK]**, the Save Transmit File As pop-up (**Figure 54**) appears.

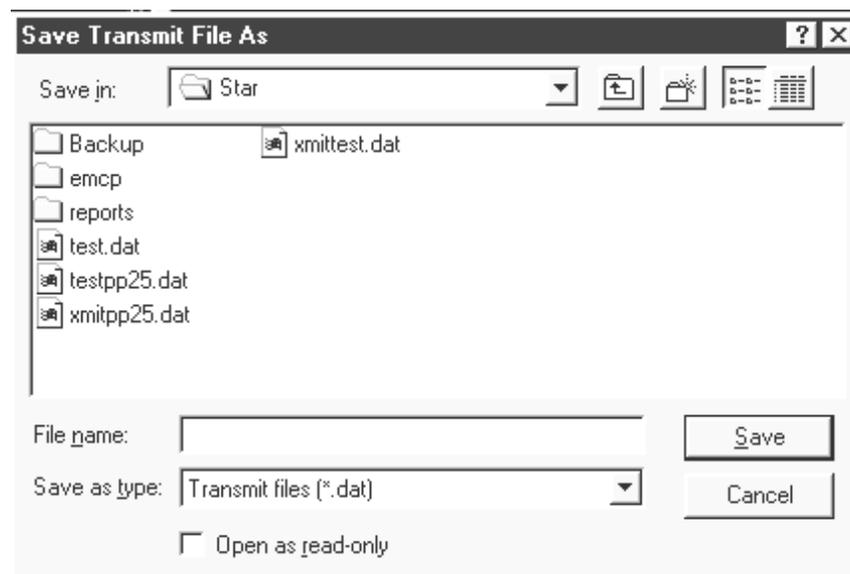


Figure 54. Save Transmit File As pop-up

To save the transmission file:

1. On the Transmit Password pop-up (**Figure 53**), click **[OK]**. The Save Transmit File As pop-up (**Figure 54**) appears.

Note: The Transmit Password pop-up only appears if the Use JCL field box is checked on the Prepare Transmit File window (**Figure 52**). If this box is left blank, you will skip to Step 2.

2. Complete the fields as indicated under [Save Transmit File As Pop-up Field Instructions](#).
3. Click **[Save]** to save the transmit file or **[Cancel]** the save and return to the Transmit Password pop-up.

Note: You may append an existing transmission file if it has not been transmitted and confirmed. If it has been transmitted, but not confirmed, a new file should be created. When you prepare a transmission file for an existing file, be advised that each time a file to be transmitted to NFC is created, the previous data will be overwritten, even if the data has not yet been transmitted to NFC. Therefore, if you must prepare a second transmission file before the first one is transmitted to NFC, you should either rename the file or copy the first transmission file onto a disk. You must indicate the applicable drive in the filename.

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 (file), as described below in Checking Job Status.

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 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 2 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.

Print Reports

Print Reports is an option on the File menu. This 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 33) is displayed. You must select the desired contact point and either click  to display the Employee List window (Figure 34) or click . If the employee has access to only one contact point, select **File > Print Reports** from the STAR Menu Bar. The Print Reports window (Figure 55) is displayed. The Print Reports window is sorted alphabetically by last name. If you wish to change the sort to sort the employees by SSN, select **Edit > Sort By SSN**.

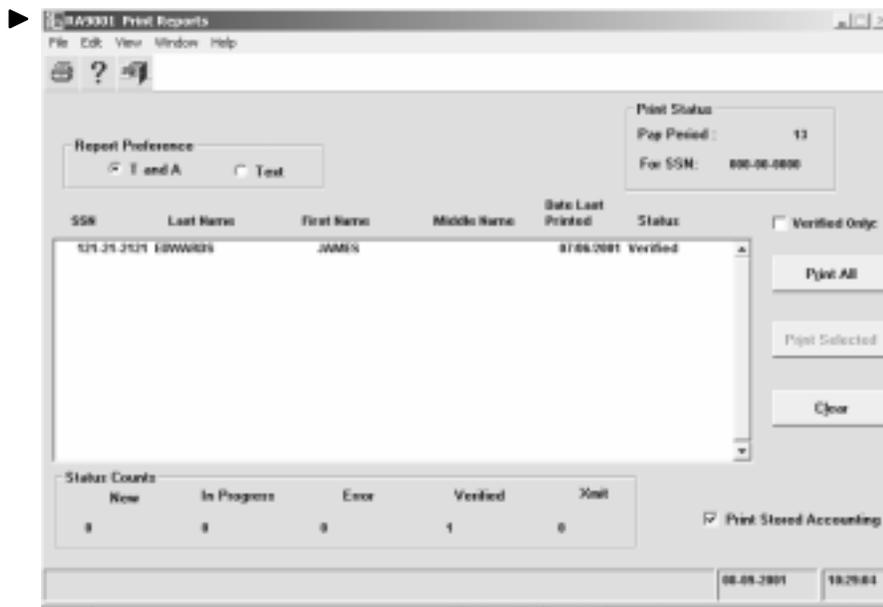


Figure 55. Print Reports window ◀

Note: The Print Reports window (Figure 55) can also be accessed from the Biweekly T&A window (Figure 41) and the Time And Attendance List window (Figure 40).

For more information, see:

[Printing T&A's](#)

Printing T&A's

This option allows you to print T&A's. You can print all of the T&A's for a contact point or a selected group of T&A's for a contact point. The status counts box displays the new, in progress, error, verified, 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. Select **File > Print Reports** from the STAR Menu Bar. The Select Pay Period pop-up (**Figure 56**) appears.

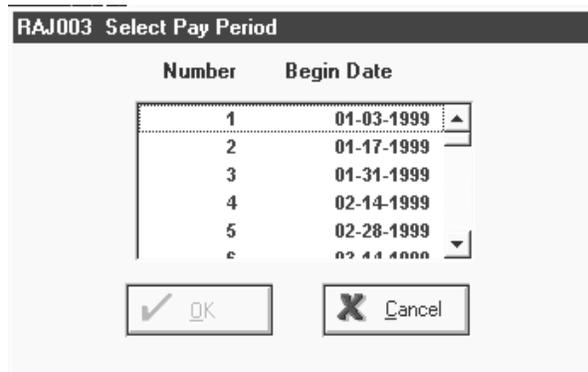


Figure 56. Select Pay Period pop-up

2. Select the applicable pay period and click **[OK]** to proceed to print or **[Cancel]** to return to the STAR Menu Bar.
3. The Print Reports window (**Figure 55**) is displayed.
4. For instructions on specifying the format in which you want the records printed, see [Print Reports Window Field Instructions](#).
5. To print all of the T&A's for a contact point, click **[Print All]** on the Print Reports window.

OR

To print a selected group of T&A's, select the applicable T&A(s) and click **[Print Selected]** on the Print Reports window. The Reporting pop-up (**Figure 57**) appears displaying the selected T&A's.

OR

► To only print T&A's that have a verified status, the Verified Only box must be checked on the Print Reports window (**Figure 55**).◀

Field Instructions for Getting Started in STAR

This section presents the following topics:

[Logon Pop-up Field Instructions](#)

Logon Pop-up Field Instructions

The Logon pop-up (**Figure 2**) appears when you select **Start > National Finance Center > Star** from the Start menu. This pop-up is used to log on to the STAR application. For instructions on using the Logon Pop-up, see [Logging On](#).

User Id

Required, alphanumeric, 8 positions max.

Type your STAR user identification number (user ID). Your user ID is not displayed in this field.



Field Instructions for System Maintenance

- [Contact Point Maintenance Window Field Instructions](#)
- [Contact Point Search Pop-up Field Instructions](#)
- [Build JCL Window Field Instructions](#)
- [Authorized User List Window Field Instructions](#)
- [User Permissions Window Field Instructions](#)
- [Authorized User Search Pop-up Field Instructions](#)
- [Data Conversion Window Field Instructions](#)
- [Contact Point List For Backup/Restore Processing Pop-up Field Instructions](#)
- [Backup Path Pop-up Field Instructions](#)
- [Backup Pop-up Field Instructions](#)
- [Restore Pop-up Field Instructions](#)
- [Open Pop-up For Restore Field Instructions](#)
- [Automatic Backup Directory Pop-up Field Instructions](#)
- [Import/Export Window Field Instructions](#)
- [Export Path/File Name Pop-up Field Instructions](#)
- [Open Pop-up For Import Field Instructions](#)
- [Archive Pop-up Field Instructions](#)
- [Archive Path Pop-up Field Instructions](#)

Contact Point Maintenance Window Field Instructions

The Contact Point Maintenance window (**Figure 7**) is displayed when you select **System > Contact Point** from the STAR Menu Bar. This window is used to add, view, modify, delete, or print STAR contact point records. For instructions on using the Contact Point Maintenance window, see [Adding Or Updating A Contact Point Record](#).

Contact Point List	<p><i>No entry</i></p> <p>This field is system generated. A list of contact points is displayed in this field. Contact Points are entered by the User Administrator.</p>
<hr/>	
Detail	∇
Agency	<p><i>Required, alphanumeric, 2 positions</i></p> <p>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.</p>
State Code	<p><i>Required, numeric, 2 positions</i></p> <p>Type the code that identifies the user's state (within or outside the continental United States). A list of state codes is contained in the GSA Worldwide</p>

Geographic Location Codes Handbook, on the Internet at www.opm.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.

- Town** *Required, numeric, 4 positions*
Type the user's town code contained in the GSA Worldwide Geographic Location Codes Handbook or on the Internet at www.opm.gov. If a city code is not listed in the GSA handbook, contact your personnel office to obtain the code. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.
- 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** *Required, alphanumeric, 20 positions max.*
Type the first line of the organization's address.
- Street 2** *Optional, alphanumeric, 20 positions max.*
Type the second line of the organization's address.
- City** *Required, alphanumeric, 20 positions max.*
Type the organization's city.
- St** *Required, alpha, 2 positions*
Type the alpha 2-character state abbreviation.
- Zip** *Required, numeric, 5 positions required, 4 positions optional*
Type the organization's ZIP+4 code.
- Phone** *Required, numeric, 12 positions*
Type the organization's phone number, including area code. The telephone number must be typed in the **XXX-XXX-XXXX** format.

Comp Time Rollover *Optional*
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 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.

Acctg Rollover *No entry*
This field is reserved for future use.

Daily Biweekly Preference	<i>No entry</i> This field is reserved for future use.
Any Timekeeper Entry Flag	<i>No entry</i> This field is reserved for future use.
Can Someone Enter Own Time	<i>No entry</i> This field is reserved for future use.
Entry Approval Preference Flag	<i>No entry</i> This field is reserved for future use.

Contact Point Search Pop-up Field Instructions

The Contact Point Search pop-up (**Figure 2**) appears when you click  on the Contact Point Maintenance window (**Figure 7**). This pop-up is used to search for a contact point record. For instructions on using the Contact Point Search Pop-up (**Figure 8**), see [Searching For A Contact Point Record](#).

Agency	<i>Required, alphanumeric, 2 positions</i> 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.
State	<i>Optional, numeric, 2 positions</i> Type the state code (inside or outside the Continental United States). A list of state codes is contained in the GSA Worldwide Geographic Location Codes Handbook, on the Internet at www.opm.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.
Town	<i>Optional, numeric, 4 positions</i> Type the town code. This code can be found in the GSA Worldwide Geographic Location Codes Handbook or on the Internet at www.opm.gov . If a city code is not listed in the GSA handbook, contact your personnel office to obtain the code. If you are unsure of your town code, contact your System Administrator or T&A Coordinator.
Unit	<i>Optional, numeric, 2 positions</i> Type the agency-assigned number that identifies the unit. The unit code identifies each contact point location within a town. If your are unsure of your unit code, contact your System Administrator or T&A Coordinator.
Timekeeper	<i>Optional, numeric, 2 positions</i> 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.

Build JCL Window Field Instructions

The Build JCL window (**Figure 9**) is displayed when you select **System > JCL** from the STAR Menu Bar. This window is used by the Transmitter to establish or change the JCL and to input an entry which allows the password to be edited. If you are going to use JCL when transmitting files to NFC, the JCL must reflect your agency's specifications before transmission. It is recommended that you review the Confirmation Report to make sure that files were successfully transmitted. For instructions on JCL, see [Building JCL](#).

Data For JCL

∇

Test/Prod

Required, alpha, 4 positions

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

The 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 two characters of the job name must be entered in the Job Name field. STAR automatically moves to the Job Card Name field upon entering **PROD**.

Example:

This option allows all T&A's for each location to be combined for one transmission. 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.

Remote Number

Conditional, alphanumeric, 16 positions max.

Type **local**, unless you have a specific printer ID assigned by NFC. If you type **local**, the report will print on the mainframe at NFC.

Job Name

Optional, alphanumeric, 2 positions

This field is initially blank. To change to production, the first two characters of the job name must be entered in this field. For USDA agencies, type **FP**. For non-USDA agencies, type the two 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.

Job Card Comments

Optional, alphanumeric, 16 positions max.

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

Note: This field accepts no hyphens, periods, etc.

**Don't Transmit
User/ID
Password**

Optional

Click this field if you don't want to transmit the user ID and/or password. A check mark will appear in this box. The default is the box with no check mark (blank).

**Job Control
Language**

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. JCL information is entered by Transmitters.

Authorized User List Window Field Instructions

The Authorized User List window (**Figure 10**) is displayed when you select **System > Authorized Users** from the STAR Menu Bar (**Figure 5**). This window displays a list of authorized STAR users set up in PRMS. This window allows the System Administrator to search for an authorized user, display a list of authorized users, and display available and selected T&A Contact Points for a given user. For more information on authorizes users, see [Adding/Removing A Contact Point\(s\) On The Selected List](#).

**Athorized User
List**

No entry

This field is system generated based on the authorized users set up by the System Administrator. The user ID and name are displayed in this field.

User Permissions Window Field Instructions

The User Permissions window (**Figure 11**) is displayed when you select an authorized user from the Authorized User List window (**Figure 10**) and click . This window displays a list of available contact point(s) for an authorized user. For more information on authorized users, see [Adding/Removing A Contact Point\(s\) On The Selected List](#).

User ID

No entry

This field is system generated based on the user selected on the Authorized User List window. The user ID of the user selected is displayed in this field.

Name

No entry

This field is system generated based on the user selected on the Authorized User List window. The name of the user selected is displayed in this field.

Available/Selected List

No entry

These lists are system generated based on the contact point(s) set up for an authorized user. The System Administrator can move the contact points from the Available List to the Selected List.

Authorized User Search Pop-up Field Instructions

The Authorized User Search pop-up (**Figure 12**) appears when you click  on the Authorized User List window (**Figure 10**). This pop-up allows users to search for an authorized STAR user. For instructions on using the Authorized User Search pop-up, see [Searching For An Authorized User](#).

User ID

Required, alphanumeric, 5-8 positions

Type the applicable user ID of the user for whom you are searching.

Data Conversion Window Field Instructions

The Data Conversion window (**Figure 13**) is displayed when you select **System > Data Conversion** from the STAR Menu Bar. The data conversion function is used by the Timekeeper to convert data from PC-TARE to STAR. For instructions on using the Data Conversion window, see [Data Conversion](#).

Conversion Type

Required

Select the applicable radio button to designate which version of PC-TARE from which you wish to convert data.

List Box

Required

Select the applicable pay period for the data to be converted. Only one pay period at a time can be converted. This list box displays the available pay periods and the corresponding begin dates.

Contact Point List For Backup/Restore Processing Pop-up Field Instructions

The Contact Point List For Backup/Restore Processing pop-up (**Figure 14**) appears when you select **System > Backup/Restore** from the STAR Menu Bar. The Contact Point List For Backup/Restore Processing pop-up is used by the System Administrator to access the backup and restore functions. For instructions on using the Contact Point List For Backup/Restore Processing pop-up, see [Backup/Restore](#).

Contact Point List

No entry

This field is system generated. A list of contact points for that System Administrator is displayed in this box.

Backup Path Pop-up Field Instructions

The Backup Path pop-up (**Figure 15**) appears when you click **[Proceed With Backup]** on the Contact Point List For Backup/Restore Processing pop-up. The Backup Path pop-up is used by the System Administrator to define the path for the file being backed up. For instructions on using the Backup Path pop-up, see [Backing Up Data](#).

Path

Required, alphanumeric, 50 positions max.

Type the path of the file to be backed up. Do not type the \ (backslash) when typing the path. STAR provides the backslash.

Backup Pop-up Field Instructions

The Backup pop-up (**Figure 16**) appears when you click **[OK]** on the Backup Path pop-up (**Figure 15**). The Backup pop-up is used by the System Administrator to back up data. For instructions on using the Backup pop-up, see [Backing Up Data](#).

Backup Options

Optional

Select the applicable radio button to designate the backup option. For a list of the valid values and definitions of the values, see [Backup Options Table](#).

Restore Pop-up Field Instructions

The Restore pop-up (**Figure 17**) appears when you click **[Proceed With Restore]** on the Contact Point List For Backup/Restore Processing pop-up (**Figure 14**). The Restore pop-up is used by the System Administrator to restore data that was accidentally deleted. For instructions on using the Restore pop-up, see [Restoring Data](#).

Note: You can only restore data that has been backed up or archived.

The T&A Restore Criteria segment of the Restore pop-up is only used if you are restoring partial T&A data. Partial T&A data is data for a particular employee for one pay period for a particular contact point.

Select T&A Restore Type

Required

Select the applicable radio button to designate the restore type. For a list of the valid values and definitions of the values, see [Select T&A Restore Type Table](#). This field defaults to **None (T&A)**.

T&A Restore Criteria ▾

- List Box** *Conditional*
A list of available contact points is displayed in this field. Select the applicable contact point.
- Employee** *Conditional*
Click to display the employee list. Select the applicable employee. You can only restore one employee at a time.
- Pay Period** *Conditional*
Click to display the available pay periods. Select the applicable pay period. You can only restore data for the selected employee for one pay period at a time.
- Year** *No entry*
This field is system generated. The 4-digit year applicable to the T&A being restored is displayed in this field. The pay period selected generates the applicable year.

Select Table Restore Type

Required
Select the applicable radio button to designate the restore type. For a list of valid values and definitions of the values, see [Select Table Restore Type Table](#). This field defaults to **None**.

Note: You may select more than 1 table in any given restore process; however, the system will prompt you to individually select the appropriate file for each table restoration.

Table Restore Criteria

▾

- Accounting** *Conditional*
Click this field to restore accounting table data. A check mark appears in this box. This field is used if you are restoring a selected table(s).
- Contact Point** *Conditional*
Click this field to restore contact point data. A check mark appears in this box. This field is used if you are restoring a selected table(s).
- Leave** *Conditional*
Click this field to restore leave table data. A check mark appears in this box. This field is used if you are restoring a selected table(s).
- Pay Period** *Conditional*
Click this field to restore pay period table data. A check mark appears in this box. This field is used if you are restoring a selected table(s).
- Transaction Codes** *Conditional*
Click this field to restore TC table data. A check mark appears in this box. This field is used if you are restoring a selected table. When restoring a selected table, you can only restore one table at a time.

Open Pop-up For Restore Field Instructions

The Open pop-up (**Figure 18**) appears when you click **[Continue]** on the Restore pop-up (**Figure 17**). The Open pop-up is used to select the file(s) to be restored. Only file(s) that have been backed up or archived can be restored. For more information on using the Open pop-up when restoring file(s), see [Restoring Data](#).

Note: You must complete the Files Of Type field first in order to correctly complete the remaining fields.

Look In	<i>Required</i> Click [▼] to locate the file(s) to be restored.
List Box	<i>Required</i> This field displays a list of folders. Double click the Backup folder to select the file to be restored. Only 1 file can be restored at a time.
File Name	<i>Required</i> From the applicable open folder in the list box, select the file to be restored. You can only restore one file at a time.
Files Of Type	<i>Required</i> Click [▼] to change this field to All Files. After selecting All Files , you can view all of the files available for restore. This field defaults to Text Files
Open As Read Only	<i>Optional</i> Click this box to open the file as read only. A check mark appears in this box.

Automatic Backup Directory Pop-up Field Instructions

The Automatic Backup Directory pop-up (**Figure 19**) appears when you select **System > Auto Backup Directory** from the STAR Menu Bar. The Automatic Backup Directory pop-up allows users to select the drive and path to back up the database file. For instructions on using the Automatic Backup Directory pop-up, see [Automatic Backup](#).

Specify Path For Automatic Backup	<i>Required, alphanumeric, 80 positions max.</i> Type the drive and path in which you wish to back up the database file. It is recommended that you do not save this backup to the A drive because the database file may become too large and may not be able to fit on a diskette.
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Import/Export Window Field Instructions

The Import/Export window (**Figure 20**) is displayed when you select **System > Import/Export** from the STAR Menu Bar. The import function is used by the System Administrator to import tables to various PC's after they have been established on the STAR database. The export function is used to transfer table data onto a disk for import. For instructions on using the Import/Export window, see [Import/Export](#).

Table List

No entry

This field is system generated. A list of available tables and a description of each table is displayed in this field.

Export Path/File Name Pop-up Field Instructions

The Export Path/File Name pop-up (**Figure 21**) appears when you click  on the Import/Export window (**Figure 20**). The System Administrator uses the Export Path/File Name pop-up to export table data onto disks. For instructions on using the Export Path/File Name pop-up, see [Exporting A File](#).

Path And File Name

Required, alphanumeric, 50 positions max.

Type the path and file name for the file to be exported onto the disk. The directory (drive) and file name should be included in the path, e.g., **A:/Acctg** to export the Accounting Code Table to Drive A.

Open Pop-up For Import Field Instructions

The Open pop-up (**Figure 18**) is displayed when you click  on the Import/Export window. The System Administrator uses the Open pop-up to import table data to various PC's. For instructions on using the Open pop-up when importing table files, see [Importing A File](#).

Look In

Required

Click  to select the location of the file to be imported.

File List

No entry

This field is system generated. A list of available files is displayed in this field.

File Name

Required, alphanumeric, 37 positions max.

Type the name of the file to be imported.

Files Of Type	<i>Required, alpha,</i> Click [v] to select a file type. Valid values are Text Files and All Files . If you select All Files , you can choose from all available files. If you select Text Files , only files with a .txt ending will be available. Only ASCII text files can be imported.
Open As Read Only	<i>Optional</i> Click this field to designate the file to be opened as read-only. A check mark appears in this box.

Archive Pop-up Field Instructions

The Archive pop-up (**Figure 22**) appears when you select **System > Archive** from the STAR Menu Bar. The Archive pop-up is used by the System Administrator or Timekeeper to archive STAR data. For more information on archiving STAR data, see [Archiving Data](#).

Archive List Box	<i>Required</i> A list of available contact points is displayed in this field. Select the applicable contact point.
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Pay Period	<i>Required</i> Click [...] to display the Archive Pay Period List pop-up (Figure 23). The Archive Pay Period List pop-up displays a list of all pay periods. Select the applicable pay period to be archived and click [Select] .
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Note: Not all pay periods are available for archive. Only pay periods with STAR data can be archived.

Note: If no pay periods are selected, all T&A's for the selected employee(s) will be achieved.

Year	<i>No entry</i> This field is system generated. The 4-digit year of the file being archived is displayed in this field.
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Employee	<i>Optional</i> ▶ Type the applicable SSN to be archived and click [Continue] .◀
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Archive Path Pop-up Field Instructions

The Archive Path pop-up (**Figure 24**) appears when you click **[Continue]** on the Archive pop-up. The Archive Path pop-up is used to define the path and file name for the file being archived. For more information on the Archive Path pop-up, see [Archiving Data](#).

**Path And File
Name**

Required, alphanumeric, 52 positions max.

Type the path and file name of the file being archived.

Field Instructions for Tables Windows

- [Accounting Code List Window Field Instructions](#)
 - [Accounting Code Search Pop-up Field Instructions](#)
 - [Accounting Code Rollover Pop-up Field Instructions](#)
 - [Transaction Code Search Pop-up Field Instructions](#)
 - [Transaction Code List Window Field Instructions](#)
 - [Pay Period List Window Field Instructions](#)
 - [Leave Type Search Pop-up Field Instructions](#)
 - [Leave Type List Window Field Instructions](#)
-

Accounting Code List Window Field Instructions

The Accounting Code List window (**Figure 25**) is displayed when you select **Tables > Accounting** from the STAR Menu Bar. The Accounting Code table is used to establish and edit accounting codes for use on the T&A. The accounting codes used in STAR must correspond with those established in the Management Account Structure Codes System (MASC). If accounting codes are present in the table, then an accounting code edit is activated. This edit prevents a TC line from accepting accounting when stored accounting is used or when the accounting code entered is not on the table. The Accounting table can be customized for your agency by adding your agency's valid accounting codes. The format of accounting codes in the table, on the T&A, and in MASC must agree. Your System Administrator can import accounting codes from another STAR user, and your Application Administrator can add individual accounting codes directly to the table. For instructions on adding accounting codes to the Accounting Code table, see [Adding Or Updating An Accounting Code](#).

**Accounting Code
List Box**

No entry

This field displays a list of accounting codes used by the agency. These codes are entered by the Application Administrator or imported by the System Administrator.

Category

Required, numeric, 35 positions max.

Type the accounting code. These codes are used to record the appropriation and accounting information that is used to disburse and charge the employee's pay and related expenditures to the proper accounting.

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 (**Figure 47**) should be a **1** for stored accounting on the first line 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.

Description *Optional, alphanumeric, 35 positions max.*
Type the accounting classification code description.

Accounting Code Search Pop-up Field Instructions

The Accounting Code Search pop-up (**Figure 26**) appears when you click  on the Accounting Code List window (**Figure 25**). This pop-up is used to search for an accounting code on the Accounting Code Table. For instructions on using the Accounting Code Search pop-up, see [Searching For An Accounting Code](#).

Category *Conditional, alphanumeric, 27 positions max.*
Type the category of the accounting code for which you are searching. If you enter data into this field, leave the description field blank.

Description *Conditional, alphanumeric, 35 positions max.*
Type the description of the accounting code for which you are searching. If you enter data into this field, leave the category field blank.

Accounting Code Rollover Pop-up Field Instructions

The Accounting Code Rollover pop-up (**Figure 27**) is displayed when you select **Edit > Rollover Accounting** from the Accounting Code List window (**Figure 25**). The Accounting Code Rollover pop-up is used to roll over accounting codes on the Accounting Code table from the current fiscal year to the ensuing fiscal year. This is done by replacing the current fiscal year indicators with indicators for the ensuing fiscal year. Once the fields are completed, a new list of accounting codes is developed. The current year accounting codes are still present. The current year accounting codes must be deleted if you wish to remove them from the accounting code table. For instructions on rolling over accounting codes, see [Rolling Over An Accounting Code](#).

Change From *Required, numeric, 27 positions max.*
Type the number(s) to be changed in the indicated positions. These are the indicators for the current fiscal year.

Change To *Required, numeric, 27 positions max.*
Type the new number(s) for the ensuing fiscal year in the indicated positions.

Transaction Code Search Pop-up Field Instructions

The Transaction Code Search pop-up (**Figure 29**) appears when you click  on the Transaction Code List window (**Figure 28**). This pop-up is used to search for a

TC on the TC table. For instructions on using the Transaction Code Search pop-up, see [Searching For A Transaction Code](#).

TC	<p><i>Required, numeric, 2 positions</i></p> <p>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.</p>
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Transaction Code List Window Field Instructions

The Transaction Code List window (**Figure 28**) is displayed when you select **Tables > Transaction Code** from the STAR Menu Bar. This window displays a Transaction Code (TC) table used by Timekeepers when preparing T&A's. TC's can be enabled or disabled, as needed by the agency. If a new TC is added, the Application Administrator will receive instructions on how to add the new TC. For more information on the Transaction Code List window, see [Adding Or Updating A Transaction Code](#).

Transaction Code List Box	<p><i>No entry</i></p> <p>This field is system generated and displays a list of TC's available to the agency. These TC's are found in TMGT, Table 032, Transaction Code.</p>
Detail	∇
Prefix	<p><i>Conditional, numeric, 2 positions max.</i></p> <p>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.</p>
Trans Code	<p><i>Required, numeric, 2 positions max.</i></p> <p>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.</p>
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.</p> <p>Note: Employees who perform work on a Sunday holiday (or a Sunday in-lieu of holiday) are entitled to holiday pay, as well as Sunday differential.</p>
Description	<p><i>Required, alphanumeric, 49 positions max.</i></p> <p>Type the TC description.</p>

Short Description	<i>Required, alphanumeric, 25 positions max.</i> Type the short description of the TC. This description displays on the Transaction Code Selection List pop-up (Figure 43). Descriptions from the Transaction Code Selection List pop-up are displayed in the list box on the Biweekly T&A window (Figure 41).
Leave Type	<i>Conditional, alpha</i> Click  to display the Leave Type List window (Figure 31). Click  to return to the Transaction Code List window (Figure 28). This option is used when a new leave TC is being added to the Payroll/Personnel System.
Max PP:	<i>Conditional, numeric, 4 positions max., 2 fraction positions</i> 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 .
Type TC	<i>Required</i> Click  to display the type of TC. For a list of the valid values, see TC Type Table .
Enabled	<i>Required, alpha, 1 position</i> Click  to choose Y or N to mark the TC as enabled or disabled. Only those TC's marked enabled will be visible to the timekeeper.
Accrue Flag	<i>Required, alpha, 1 position</i> Click  to choose Y or N to indicate whether or not this TC is included in the leave accrual calculation.
Top Flag	<i>Optional, alpha, 1 position</i> Click  to choose Y or N to indicate if this TC requires accounting.

Pay Period List Window Field Instructions

The Pay Period List window (**Figure 30**) is displayed when you select **Tables > Pay Period** from the STAR Menu Bar. The Pay Period List window is a read-only window. The Pay Period List window displays the previous year's pay periods, the current year's pay periods, and the future year's pay periods. STAR provides a **Generate Pay Periods** option to generate additional pay periods. For more information on the Pay Period List window, see [Pay Period](#).

Pay Period List Box

No entry

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

Leave Type Search Pop-up Field Instructions

The Leave Type Search pop-up (**Figure 32**) appears when you click  on the Leave Type List window (**Figure 31**). This pop-up is used to search for a leave type on the table. For instructions on using the Leave Type Search pop-up, see [Searching For A Leave Type On The Table](#).

Type	<i>Conditional, alpha, 4 positions</i> Type the 4-character leave type abbreviation. If you enter data into this field, leave the description field blank.
OR	
Description	<i>Conditional, alpha, 35 positions max.</i> Type the leave type description. If you enter data into this field, leave the Type field blank.

Leave Type List Window Field Instructions

The Leave Type List window (**Figure 31**) is displayed when you select **Tables > Leave Type** from the STAR Menu Bar. The Leave Type List window displays the leave types used by Timekeepers when preparing T&A's. For more information on the Leave Type List window, see [Adding A Leave Type To The Leave Type Table](#).

Leave Type List Box	<i>No entry</i> This field is system generated and displays a list of leave types.
Detail	▽
Type	<i>Required, alpha, 4 positions</i> Type the 4-character abbreviation of the leave type.
Description	<i>Required, alpha, 35 positions max.</i> Type the description of the leave type.
Long Name	<i>Required, alpha, 20 positions max.</i> Type the long name of the leave type.
Max Balance	<i>Required, numeric, 5 positions max.</i> 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 .
Init Forward	<i>Required, numeric, 6 positions max.</i> 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 .

- Accrued** *Required, alpha, 1 position*
Type **T** (true) to indicate that this is an accrued leave type or **F** (false) to indicate that this leave type is not accrued. This field indicates whether or not this leave type is an accrued leave type.
- Earned Used** *Required, alpha, 1 position*
Either type **Y** (yes) to indicate that this leave type does subtract time from the balance or **N** (no) to indicate that this leave type adds time to the balance. This field indicates whether or not this leave type adds time used to the balance rather than subtracting from it.
- Data Type** *Required, alpha, 1 position*
Click **[v]** to select the data type. For a list of data types, see the [Data Type Table](#).

Field Instructions for Employee Maintenance

[Contact Point List Window Field Instructions](#)

[Employee List Window Field Instructions](#)

[Employee Search Pop-up Field Instructions](#)

[Employee Window Field Instructions](#)

[New Employee Pay Period Selection Pop-up Field Instructions](#)

[Employee Leave Account Window Field Instructions](#)

[Print Window Field Instructions](#)

Contact Point List Window Field Instructions

The Contact Point List window (**Figure 33**) is displayed when you select **File > Employee Maintenance**, **File > Time And Attendance Maintenance**, **File > Transmit**, or **File > Print Reports** if a Timekeeper has access to more than one contact point. This window is used to designate the applicable contact point for a Timekeeper.

List Box

Required

A list of available contact points for a Timekeeper is displayed in this box. Select the desired contact point and click the applicable tool button.

Employee List Window Field Instructions

The Employee List window (**Figure 34**) is displayed when you select **File > Employee Maintenance** or **File > T&A Maintenance** from the STAR Menu Bar. The Employee List window displays a list of employees for a contact point.

Employee List

No entry

This field is system generated and displays a list of the employees for a contact point.

Employee Search Pop-up Field Instructions

The Employee Search pop-up (**Figure 35**) appears when you click  on the Employee List window (**Figure 34**). This pop-up is used to search for an employee on the Employee List window (**Figure 34**). For instructions on using the Employee Search pop-up (**Figure 35**), see [Searching For An Employee](#).

- Last Name** *Conditional, alpha, 17 positions max.*
Type the employee's complete or partial last name.
- SSN** *Conditional, numeric, 9 positions*
Type the employee's complete SSN.
- Note:** You can type a % (percent sign) in either field to display a list of all employees for that Timekeeper.
-

Employee Window Field Instructions

The Employee window (**Figure 36**) is used by the Timekeeper to add/update employee records. The Employee window is displayed by clicking  on the Employee List window (**Figure 34**). For instructions on adding/updating employee records, see [Adding Or Updating An Employee Record](#).

- 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.
- Work Schedule** *Required*
Click [▼] to select the employee's work schedule. For definitions of the valid values, see the [Work Schedule Table](#).
- Pay Plan** *Required, alpha, 2 positions*
Click [▼] to select the employee's pay plan. For definitions of the valid values, see the [Pay Plan Table](#).
- 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](#).
- Special Type** *Conditional, alpha*
Click [▼] 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 [▼] to select the employee's annual leave category. This field defaults to **4**. For definitions of the valid values, the [Annual Leave Category Table](#).

Sick Leave Category

Required, numeric, 1 position

Click [▼] 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**.

Day Limitation

Optional

Click this field if the employee is on a day limitation tour of duty. A check mark appears in this box.

Contact Point

▽

Agency

No entry

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.

State

No entry

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.

Town

No entry

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 Name. This field defaults to the town code for the contact point in which the Timekeeper is working.

Unit

No entry

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.

Timekeeper Code

No entry

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.

New Employee Pay Period Selection List Pop-up Description

The New Employee Pay Period Selection List pop-up (**Figure 37**) appears when you close the Employee window (**Figure 36**) after adding an employee. This pop-up is used to select the first pay period for which you wish to prepare a T&A

for a new employee. For more information on the New Employee Pay Period Selection pop-up, see [Adding Or Updating An Employee Record](#).

Employee Leave Account Window Field Instructions

The Employee Leave Account window (**Figure 38**) is displayed when you select an employee and click  from the Employee List window (**Figure 34**). The Employee Leave Account window is used to maintain an employee's leave information. For instructions on using the Employee Leave Account window, see [Adding Or Updating A Leave Type Record](#).

Employee	▽
SSN	<i>No entry</i> This field is system generated from the employee's detail record. The employee's 9-digit SSN is displayed in this field.
Name	<i>No entry</i> This field is system generated from the employee's detail record. The employee's name is displayed in this field.
Pay Period	<i>No entry</i> This field is system generated. The pay period 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.
List Box	<i>No entry</i> 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.
Detail	▽
Type	<i>Required, alpha, 4 positions</i> 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. To display the list of leave types, click [▼]. For a list of the valid values, see Leave Type Table .
Forward	<i>Conditional, numeric, 7 positions</i> 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 two positions. For a list of the valid values, see Fractions Of Hours Table . The system 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	<i>No entry</i> This field is system generated. This field displays the employee's accrued leave category and is generated from the employee's detail record.
Used	<i>Conditional, numeric, 7 positions</i> This field is system generated. This field is system generated for all leave types except regular military leave. For a list of the valid values, see Fractions Of Hours Table . The system defaults to 0 if no entry is made in this field.
Part Time Information	∇
Part-Time Unapplied Sick	<i>Conditional, numeric, 6 positions max.</i> 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 two positions. Part-time employees earn 1 hour of sick leave for each 20 hours worked. 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 a 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 the computing leave earned for the next pay period.
Part-Time Unapplied Annual	<i>Conditional, numeric, 6 positions max.</i> 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 two 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 leave earned for the next pay period. Note: When using TC65, Regular Military Leave, the number of days of military leave used is entered into the Used field. Time recorded using TC65 creates a positive balance that accumulates the military leave used. Use of any amount of military leave during a workday constitutes the use of that day toward the 15-day limitation.

Print Window Field Instructions

The Print window (**Figure 39**) is displayed when you click  on an open window. The Print window is used to make a screen print of the open window. For instructions on using the Print window, see [Printing The Open Window](#).

Printer	▽
Name	<i>Required</i> Click [▼] to display the available printers. Select the applicable printer.
Status	<i>No entry</i> This field is system generated. It displays the status of the print job.
Type	<i>No entry</i> This field is system generated. It displays the type of printer to be used.
Where	<i>No entry</i> This field is system generated. It indicates that this is the location at which the data is printed.
Comment	<i>No entry</i> This field is system generated. It displays comments regarding the print job.
Print Range	<i>No entry</i> This field is system generated. This field defaults to All .
Copies	▽
Number of Copies	<i>Required, numeric, 4 positions max.</i> Click [▼] to select the number of copies to be printed. This field defaults to one.
Collate	<i>Conditional</i> Click this field if you have chosen to print multiple copies, and you would like these copies collated. A check mark appears in this field.

Field Instructions for T&A Maintenance

[Time And Attendance List Window Field Instructions](#)

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

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

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[Save Transmit File As Pop-up Field Instructions](#)

[Print Reports Window Field Instructions](#)

Time And Attendance List Window Field Instructions

The Time and Attendance List window (**Figure 40**) is displayed when you select an employee on the Employee List window (**Figure 34**) and click **[T&A List]**. The Time and Attendance List window 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 Time And Attendance List window, see [About T&A Maintenance](#).

Employee	▽
SSN	<i>No entry</i> This field is system generated based on the employee selected on the Employee List window. 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. The employee's name is displayed in this field.
Employee List	<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.

Biweekly T&A Window Field Instructions

The Biweekly T&A window (**Figure 41**) is displayed when you select an employee and click  on the Employee List window (**Figure 34**). The Biweekly T&A window 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, see [Preparing A T&A](#).

Employee	▽
SSN	<p><i>Conditional, numeric, 9 positions</i></p> <p>This field is system generated from the employee's detail record or can be typed to find a T&A for an SSN. Type the SSN of the employee and click . The employee's 9-digit SSN is displayed in this field.</p>
Name	<p><i>No entry</i></p> <p>This field is system generated from the employee's detail record. The employee's name is displayed in this field.</p>
AWS	<p><i>No entry</i></p> <p>This field is system generated from the employee's header record. This field displays the type of work schedule the employee is working.</p>
Pay Period	▽
Pay Period	<p><i>Conditional, numeric, 2 positions</i></p> <p>This field is system generated. The current pay period and the date are displayed in this field, but you can click  to view data for other pay periods.</p>
Begin Date	<p><i>No entry</i></p> <p>This field is system generated based on the pay period displayed in the Number field. The begin date of the pay period is displayed in this field.</p>
End Date	<p><i>No entry</i></p> <p>This field is system generated based on the pay period displayed in the Number field. The end date of the pay period is displayed in this field.</p>
Split #	<p><i>No entry</i></p> <p>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.</p> <p>Note: If a user wishes to merge the 2 parts of a split T&A, he/she must select one part of the split on the Time And Attendance List window (Figure 40) and click [Merge]. This field will reset to 0 when a split T&A is merged.</p>
Status	<p><i>No entry</i></p> <p>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.</p>

List Box	<p><i>No entry</i></p> <p>This field is system generated, based on the information entered by the Timekeeper in the detail area.</p>
Detail	▽
Prefix	<p><i>Conditional, numeric, 2 positions</i></p> <p>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.</p>
TC	<p><i>Required, numeric, 2 positions</i></p> <p>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 Transaction Code Table. For specific TC entry instructions, see Title I, Chapter 7, Section 1.</p> <p>Note: When entering monetary TC's, (Figure 28) check the Type TC field on the Transaction Code List window. For definitions of the TC types, see the TC Type Table.</p>
Suffix	<p><i>Conditional, numeric, 1 position</i></p> <p>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.</p> <p>Note: Employees who perform work on a Sunday holiday (or a Sunday in-lieu of holiday) are entitled to holiday pay, as well as Sunday differential.</p> <p>Note: You can click <input type="button" value="..."/> to display a list of all prefixes, TC's, and suffixes. When you click <input type="button" value="..."/>, a Transaction Code Selection List pop-up (Figure 43) 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 41). For more information on the Transaction Code Selection List pop-up, see Using The Transaction Code Selection List Pop-up.</p>
Week 1 Hrs	<p><i>Conditional, numeric, 5 positions</i></p> <p>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 in pay status and monetary amounts for allowances, differentials, and deductions and hours in nonpay status for the first week of the pay period. The system defaults to 00 if no entry is made. For a list of the valid fraction values, see Fractions Of Hours Table.</p>
Week 2 Hrs	<p><i>Conditional, numeric, 5 positions</i></p> <p>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 in pay status and monetary amounts for allowances, differentials, and deductions and hours in nonpay status for the second week of</p>

the pay period. The system defaults to **00** if no entry is made. For a list of the valid fraction values, see [Fractions Of Hours Table](#).

Accounting

Conditional, alphanumeric, 27 positions

Click to select the applicable accounting code if the Accounting Table has been established. The Accounting Code Selection List pop-up (**Figure 44**) appears. On the Accounting Code Selection List pop-up, select the applicable accounting code and click **[Select]** to select the accounting code or **[Cancel]** to cancel the function and return to the Biweekly T and A window (**Figure 41**). The accounting codes on the Accounting Code Selection List pop-up are the same accounting codes listed on the Accounting Code List table. This code is used to disburse and obligate the employee's pay and related expenditures to the proper accounting records. To duplicate the accounting code entry from the previous line in its entirety, type the / (slash) key. By entering /, the last line entered is repeated. For more information on the Accounting Code Selection List pop-up, see [Using The Accounting Code Selection List Pop-up](#).

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 on the first line 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.

Transaction Code Selection List Pop-up Field Instructions

The Transaction Code Selection List pop-up (**Figure 43**) appears when you click on the Biweekly T&A window (**Figure 41**). The Transaction Code Selection List pop-up is used to select TC's to appear on the T&A. For more information on the Transaction Code Selection List pop-up, see [Preparing A T&A](#).

TC List Box

No entry

This field is system generated. A list of TC's available to the individual Timekeeper are displayed in this box. Select the applicable TC.

Note: When using TC65, Regular Military Leave, the number of days of military leave used is entered on the employee's leave account, rather than the number of hours. Time recorded using TC65 creates a positive balance that accumulates the military leave used. Use of any amount of military leave during a workday constitutes the use of that day toward the 15-day limitation. Count only regularly scheduled workdays as beginning and ending dates of regular military leave. Do not count nonworkdays falling at the beginning or end of the military leave even if the military orders include these days. Only nonwork days falling between periods of regularly scheduled work days are to be counted if the military orders so specify. On the T&A, in the detail area, the Timekeeper enters the military leave with the number of hours the employee should be paid.

Transaction Code Selection List Search Pop-up Field Instructions

The Transaction Code Selection List Search pop-up (**Figure 45**) appears when you select **Edit > Search** on the Transaction Code Selection List pop-up. This pop-up is used to search for a TC on the Transaction Code Selection List pop-up. For more information on this pop-up, see [Using The Transaction Code Selection List Pop-up](#).

Prefix	<i>Optional, numeric, 2 positions</i> Type the 2-digit numeric TC prefix.
TC	<i>Required, numeric, 2 positions</i> Type the 2-digit TC.
Suffix	<i>Optional, numeric, 1 position</i> Type the 1-digit TC suffix.
Short Description	<i>Optional, alphanumeric, 25 positions max.</i> Type the short description of the TC.
Leave Type	<i>Optional, alpha, 4 positions</i> Type the 4-position leave type abbreviation.

Accounting Code Selection List Pop-up Field Instructions

The Accounting Code Selection List pop-up (**Figure 44**) appears when you click on the Biweekly T&A window (**Figure 41**). The Accounting Code Selection pop-up is used to select accounting codes applicable to the TC's on the T&A. For more information on the Accounting Code Selection List pop-up, see [Preparing A T&A](#).

Accounting Codes	<i>No entry</i> This field is system generated. A list of accounting codes available to the individual Timekeeper is displayed in this box if the accounting code table has been established. Select the applicable accounting code.
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Accounting Code Selection List Search Pop-up Field Instructions

The Accounting Code Selection List Search pop-up (**Figure 46**) appears when you select **Edit > Search** on the Accounting Code Selection pop-up. This pop-up is used to search for an accounting code on the Accounting Code Selection List

pop-up. For more information on the Accounting Code Selection List Search pop-up, see [Using The Accounting Code Selection List Pop-up](#).

Category	<i>Optional, alphanumeric, 27 positions max.</i> Type the category of the accounting code for which you are searching.
Description	<i>Optional, alphanumeric, 35 positions max.</i> Type the description of the accounting code for which you are searching.

Enter Total Dollar Amount Pop-up Field Instructions

The Enter Total Dollar Amount pop-up (**Figure 42**) appears when you enter a dollar amount TC in the Prefix, TC, and Suffix fields on the Biweekly T&A window. This TC is used to enter an amount in dollars and cents. Enter the total dollars and cents for the TC. Click [OK] and the Week 1 and Week 2 hours fields will be updated following the procedures described in Title I, Chapter 7, Section 1, Time and Attendance Instructions. For more information on using the Enter Total Dollar Amount pop-up, see [Using The Enter Total Dollar Amount Pop-up](#).

Dollar Amount	<i>Required, numeric, 6 positions max.</i> Type the total dollar amount in dollars and cents for the appropriate TC.
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Update Header Pop-up Field Instructions

The Update Header pop-up (**Figure 47**) appears when you click  on the Biweekly T&A window. The Update Header pop-up contains all of an employee's T&A header information for the pay period. For instructions on the Update Header pop-up, see [Maintaining A Header Record](#).

Pay Period	∇
Number	<i>No entry</i> This field is system generated based on the selection made on the Time And Attendance List window (Figure 40). 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.
Corrected Record	<i>No entry</i> This field is system generated when [Correct T&A] is selected on the Time And Attendance List window (Figure 40) 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	<p><i>No entry</i></p> <p>This field is system generated 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.</p>
Status	<p><i>No entry</i></p> <p>This field is system generated. It displays the status of the T&A. For a list of the valid values and definitions of the values, see Status Table.</p>
<hr/>	
Detail	∇
New Employee	<p><i>Conditional, 1 position</i></p> <p>Click this field if the employee is a new employee. A check mark appears in this field to indicate a new employee.</p>
Final T&A	<p><i>Conditional</i></p> <p>Click [▼] 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:</p> <ul style="list-style-type: none"> • Not Final T/A • Final T/A • 1st Week FLSA • 1st Wk + Final • 2nd Week FLSA • 2nd Wk + Final • Bothweek FLSA • Both Wk + Final
Begin	∇
<hr/>	
Day	<p><i>Conditional, numeric, 2 positions</i></p> <p>Click [▼] to select the begin 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.</p>
Date	<p><i>Conditional, numeric, 8 positions</i></p> <p>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 XX/XX/XXXX format.</p>
End	∇
<hr/>	
Day	<p><i>Conditional, numeric, 2 positions</i></p> <p>Click [▼] to select the end 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.</p>

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 **XX/XX/XXXX** format.

AWS *Required, numeric, 1 position*
Click [▼] 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 [▼] to select the number of days worked by the employee. Valid values are **00-14**.

Advance Leave *Conditional*
Click [▼] if the employee has been granted advanced leave. For a list of the valid values, see [Advance Leave Table](#).

**Wage Shift
FEGLI** *Conditional, alpha*
Click [▼] if the employee is eligible for 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*
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.

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	<i>Conditional, numeric, 2 positions</i> Click [▼] 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	<i>Conditional, alpha, 2 positions</i> Click [▼] to display the type of employee. For a list of the valid values, see Type Of Employment Table (NFC Use) .
Accounting Data Usage Code	<i>Required, numeric, 1 position</i> Click [▼] to indicate whether or not to use stored accounting. For a list of the valid values, see Accounting Data Usage Code Table . The system defaults for adding accounting on each line of the T&A. Note: Accounting cannot be stored on a corrected T&A.
Stored Accounting	<i>No entry</i> 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 data conversion from PC-TARE to STAR took place, the stored accounting will not be displayed in this field; however, it will be used by STAR. To display the stored accounting from PC-TARE in STAR, you must enter a 1 in the Accounting Data Usage Code in STAR once.
Remarks	<i>Optional, alphanumeric, 254 positions max.</i> Use this field to enter any remarks by the timekeeper. These remarks appear on the T&A; however, only the first 23 positions are to transmitted to NFC.

Split T&A Information Pop-up Field Instructions

A Confirm Split pop-up (**Figure 48**) appears when you click [**Split Selected T&A**] on the Time And Attendance List window (**Figure 40**). The Split T&A Information pop-up (**Figure 49**) appears when you click [**Yes**] on the Confirm Split pop-up. 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. For a list of occurrences when a split T&A may be prepared, see [Split T&A Table](#).

Note: The situations in this table are examples of when the preparation of a split T&A may be required; however, a split T&A is not always necessary for each of these situations.

Split Part 1 Begin Day

Required, numeric, 2 positions max.

Type the day of the pay period to begin the first part of the split T&A. This field defaults to **1**.

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

Required, numeric, 2 positions max.

Type the day of the pay period to end the second part of the split T&A. This field defaults to **14**.

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 38**). If you fail to do this, a message will appear reminding you to do this.

Rollover Pop-up Description

The Rollover pop-up (**Figure 50**) appears when you select **Edit > Rollover Pay Period** on the Employee List window (**Figure 34**). The Rollover pop-up is used to create a new pay period for all employee records on the Employee List that were successfully transmitted the previous pay period. For more information on the Rollover pop-up, see [Rolling Over T&A's](#).

Pay Period List Pop-up Field Instructions

The Pay Period List pop-up (**Figure 51**) appears when you click **[Yes]** on the Rollover pop-up. The Pay Period List pop-up is used to select a pay period to roll over T&A's. For more information on the Pay Period List pop-up, see [Rolling Over T&A's](#).

Prepare Transmit File Window Field Instructions

The Prepare Transmit File window (**Figure 52**) is displayed when you select **File > Transmit** from the STAR Menu Bar or click  on the Biweekly T&A

window (**Figure 41**). The Prepare Transmit File window is used to prepare a transmission file to be sent to NFC for processing. For instructions on using the Prepare Transmit File window, see [Transmitting T&A's](#).

Use JCL

Conditional

Click this field if you do not want to use the JCL. A check mark appears in this box indicating that you want to use the JCL. The default is the box checked. In order to use JCL, you must first establish JCL in the JCL option.

Xmit Status

▽

Preparing Transmit For Pay Period

No entry

This field is system generated. The pay period for the T&A being transmitted is displayed in this field.

For SSN:

No entry

This field is system generated. As each employee's T&A record is being copied to the transmit file, his/her SSN appears in this field.

► **Verified Only**

Conditional

Click this box to prepare a transmission file for only those T&A's that have a verified status. ◀

List Box

No entry

This field is system generated. The SSN, last name, first name, middle name, and the status of the T&A are displayed in this box. Each line represents an individual employee. You can select an individual employee or a group of employees for whom you are creating the transmission file.

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.

Transmit Password Pop-up Field Instructions

If you use JCL and the Don't Transmit User ID/Password check box has not been selected on the Build JCL window, the Transmit Password pop-up (**Figure 53**) appears when you click **[Xmit Selected]** or **[Xmit All]** on the Prepare Transmission File window (**Figure 52**). The Transmit Password pop-up (**Figure 53**) is used to enter a Transmitter's user ID and password before preparing a transmission file.

For instructions on using the Transmission Password pop-up, see [Transmitting T&A's](#).

User ID	<i>Required, alphanumeric, 6-8 positions</i> Type your User ID for the NFC Mainframe.
Password For NFC's Mainframe	<i>Required, alphanumeric, 6-8 positions</i> Type your password for the NFC Mainframe. Your password is not displayed on the screen. Note: If you deleted the User ID and password lines from the JCL.txt file, you should type X's in both fields on this pop-up. For more information on the JCL.txt file, see Building JCL .
New Password	<i>Optional, alphanumeric, 6-8 positions</i> Type the new password you want for the NFC mainframe. Your password is not displayed on the screen. Your NFC mainframe password will be changed to the value entered, and this will be the password entered in the Password For NFC's Mainframe field on subsequent transmissions.

Save Transmit File As Pop-up Field Instructions

The Save Transmit File As pop-up (**Figure 54**) appears when you click **[OK]** on the Transmit Password pop-up (**Figure 35**). The Save Transmit File As pop-up is used to define where to save the transmit file to. For more information on the Save Transmit File As pop-up, see [Transmitting T&A's](#).

Look In	<i>Required</i> Click  to locate where you want to save the transmission file.
List Box	<i>No entry</i> This field is system generated. A list of files is displayed in this field.
File Name	<i>Required, alphanumeric</i> Type the file name of the transmission file you are saving.
Save As Type	<i>Required</i> Click  to indicate the type of file you are saving.
Open As Read Only	<i>Required, 1 position</i> Click this field to open the file as read only. A check mark appears in this box.

Print Reports Window Field Instructions

The Print Reports window (**Figure 55**) is displayed when you select **File > Print Reports** from the STAR Menu Bar. This window is used to print an employee's T&A. For instructions on the Print Reports window, see [Printing T&A's](#).

Report Preference	▽
<hr/>	
T and A	<i>Optional, 1 position</i> Click this field to print the T&A data in T&A format.
Text	<i>Optional, 1 position</i> Click this to print the T&A in text format. Note: STAR defaults to T&A.
Print Status	▽
<hr/>	
Printing 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.
<hr/>	
► Verified Only	<i>Conditional</i> Click this box to print only those T&A's that have a verified status. ◀
<hr/>	
List Box	<i>No entry</i> This field is system generated. A list of employees whose T&A's are to be printed and a status of each T&A is displayed in this field.
Status Counts	▽
<hr/>	
New	<i>No entry</i> This field is system generated.
In Progress	<i>No entry</i> This field is system generated. The number of in progress T&A's is displayed in this field.
Error	<i>No entry</i> This field is system generated. The number of T&A's in error is displayed in this field.
Verified	<i>No entry</i> This field is system generated. The number of verified T&A's is displayed in this field.
Xmit	<i>No entry</i> This field is system generated. The number of transmitted T&A's is displayed in this field.
<hr/>	
Print Stored Accounting	<i>Optional</i> 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 is this field checked.



Reference Tables

This section presents the following reference tables:

- [Test/Prod Table](#)
- [Fractions Of Hours Table](#)
- [TC Type Table](#)
- [Data Type Table](#)
- [Backup Options Table](#)
- [Select T&A Restore Type Table](#)
- [Select Table Restore Type Table](#)
- [Work Schedule Table](#)
- [Pay Plan Table](#)
- [Special Type Table](#)
- [Annual Leave Category Table](#)
- [Sick Leave Category Table](#)
- [Leave Type Table](#)
- [Status Table](#)
- [AWS Table](#)
- [Advance Leave Table](#)
- [Type Of Employment Table](#) (NFC Use)
- [Accounting Data Usage Code Table](#)
- [Split T&A Table](#)
- [Report Preference Table](#)

Test/Prod Table

PROD	Production. Transmitted T&A's are processed through production files by NFC.
TEST	Test file. Transmitted T&A's are not processed through production files by NFC.

Fractions Of Hours Table

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

TC Type Table

\$	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 Table

\$	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)

Backup Options Table

T And A Data Only	Only backs up T&A data.
Table Data Only	Only backs up table data.
All Data	Backs up both T&A and table data.

Select T_A Restore Type Table

Complete T_A Data	Restores complete T&A data.
Partial T_A Data	Restores T&A data for a particular employee for one pay period for a particular contact point, for a particular employee for a particular contact point, or for one pay period for a particular contact point. The contact point is always required in Partial T_A Data. The pay period and employee are optional depending on what data the user wishes to restore.
None	Does not restore any T&A data.

Select Table Restore Type Table

All Tables	Restores all tables. Even if you select All Tables, you can only restore one table at a time. You will be prompted for each individual table until all tables are restored.
Selected Tables	Restores a selected group of tables. You must designate the desired tables. You will only be able to restore one table at a time. You will be prompted for each individual table until all selected tables are restored.
None	Does not restores any tables.

Work Schedule Table

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 Table

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 Table

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

Annual Leave Category Table

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 Table

0	Not Eligible For Sick Leave
4	Eligible For Sick Leave

Leave Type Table

ANNL	Annual Leave (includes donated, excludes restored)
AWOL	Absence Without Leave
COMP	Compensatory Leave
COMR	Compensatory Leave-Religious
CRED	Credit Leave
DONA	Annual Leave Donated
DONR	Restored Annual Leave Donated
FFAM	Family Friendly Leave
FURL	Furlough Leave
HOME	Home Leave
INJU	Injury Leave
LWOP	Leave Without Pay
MILE	Emergency Military Leave
MILR	Military Leave Regular
OTHR	Other Leave (administrative, funeral, jury, etc.)
PTUA	Part Time Unapplied Annual Leave
PTUS	Part Time Unapplied Sick Leave
RSTR	Restored Annual Leave
SHOR	Shore Leave
SICK	Sick Leave (includes donated)
SUSP	Suspension Regular
TOFF	Time Off Award

Status Table

New	Designates a new T&A for an employee. No data has been entered on this T&A.
In Progress	Designates a T&A that is in progress for an employee. This T&A has not yet been verified.
Verified	Designates a T&A that has been verified, but has not yet been transmitted. Changes can still be made to this T&A.
Transmitted	Designates a T&A that has been transmitted. Changes can only be made to this T&A by preparing a corrected T&A.
In 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.

AWS Table

- (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 Table

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

Type Of Employment Table (NFC Use)

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

Accounting Data Usage Code Table

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

Split T&A Table

- Work Schedule Code (full-time, part-time, etc.)
- Commencing Date Of Service Year
- Master Record Number**
- Individual Position Number
- Pay Plan
- Occupational Series
- Grade**
- Step

Split T&A Table

Base Salary (Schedule Salary)
Salary Rate Code
Pay Rate Determinant Code
Save Grade Expiration Date
Duty Station
Tour Of Duty Hours
Type Of Appointment Code
Special Employee Code
COLA/Post Differential Code
Wage Board Shift Rate
Annuitant Share
Cooperator Or State Share Of Salary
Hourly Cooperative Agreement Rates-Overtime
Hourly Cooperative Agreement Rates-Holiday
Quarters Deduction Code
Quarters Deduction Amount
FLSA Code
Employing Office
Extended LWOP effective other than Day 1, 2, 13, or 14 of the pay period.
Return to duty action effective other than Day 1, 2, 13, or 14 of the pay period.
Emergency military leave and/or AWOP used in the last pay period of the calendar year.
Nonpay status used the last pay period of the leave year.
Regular military leave used during the pay period that covers the fiscal year split.

Report Preference Table

AD-321	Prints the document in AD-321 format.
Text	Prints the document in text format.

Heading Index

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