United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
P.O. Box 60000
New Orleans
Louisiana 70160

NFC BULLETIN

Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 04-10, End To Printing of System-Generated Leave Error Report

Date: September 2, 2004

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to inform users that effective February 28, 2005, the Leave Error Report will no longer be available in hardcopy format. Users will now have to access their leave error data via the Reporting Center which is available through a link under the Application Launchpad on the National Finance Center (NFC) Web site at *www.nfc.usda.gov.* The Leave Error Report will be available on the Administrative Reports menu within the Reporting Center. Entry instructions for executing the report and a sample output report are displayed in the attachment to this bulletin.

Security

Security access to this report must be requested for all users (including current Reporting Center users and current Leave Error Report recipients). These requests should be sent by your agency NFC Security Officer by e-mail to *nfc.securityofc@usda.gov* or by fax to **504-253-5798**. This request must include the following information:

- User name, social security number, and user ID
- Agency name and contact telephone number
- Application Name (Reporting Center)
- Report requested (Leave Error Report)
- Time and Attendance Contact Point number

Procedures

The Reporting Center procedure is being updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC home page and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by System Acronym* then search for Reporting Center on the list provided.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System

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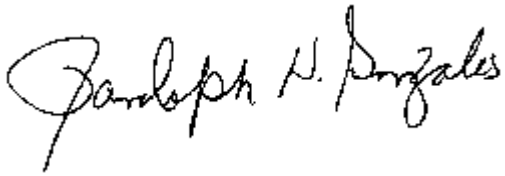
(CAPPS) representative. Please refer questions about reports to Customer Support at **504-255-5230** or via e-mail at *customer.support@usda.gov.*



RANDOLPH H. GONZALES, Acting Director
Government Employees Services Division

Attachment

Leave Error Report

To run the leave error report:

1. Log on to the Reporting Center from the Application Launchpad on the NFC Web site at *www.nfc.usda.gov.*
2. On the Reporting Center, select the Administrative Reports menu.
3. On the Administrative Reports menu, select the Leave Error Report. The Leave Error Report Select Criteria (**Figure 1**) is displayed.

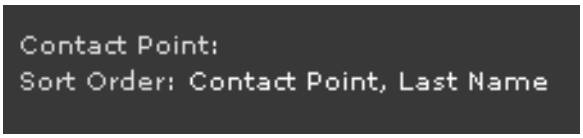


Figure 1. Leave Error Report Selection Criteria

4. Complete the fields as follows:

   Contact Point - This field is used to designate the contact point(s) to be included in the report. Type the applicable contact point(s) in this field.

   Sort Order: Contact Point, Last Name - This field is used to designate the sort order for the report. Valid values are **`Contact Point`** and **`Last Name`**. Select the applicable sort order.

5. Click **[Go]**. The Leave Error Report (with criteria) (**Figure 2**) is displayed.

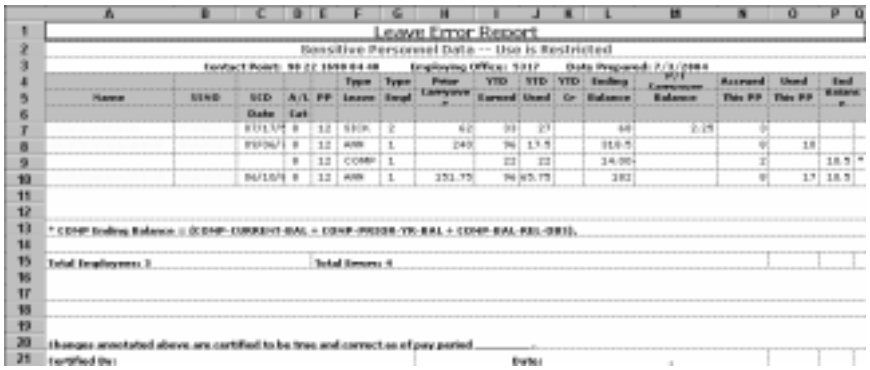


Figure 2. Leave Error Report (with criteria)