

5. Does the agency/office use multiple account codes to charge time to multiple tasks/programs/projects?

- Yes
- No

Configuration Data Needed for the Fitgap Session

1. Pay Plans

Please provide detailed information on any special pay/leave rules for pay plans that are unique to your agency/office:

2. Tours of Duty

Specify tours of duty used by the agency/office.

- FT
- 1st 40
- Mixed Tour
- PT
- Intermittent
- Seasonal
- AWS
- Other
- Other
- Other

3. Alternate Work Schedules

Detail specific alternative work schedules used in the agency/office.

- maxi flex
- 5/4/9
- 4/10
- other
- other

4. Transaction Codes

Review the NFC transaction codes and provide any/all additional codes the agency/office requires.

<http://dab.nfc.usda.gov/pubs/docs/tnainst/tnainst.pdf>

5. USDA Accounting Structure

Detail the accounting structure that is used by your agency/office, such as:

- a. the account segments
- b. segment length
- c. segment content definition
- d. which segments are transmitted to NFC
- e. validation rules for mission area interfaces
- f. and any other unique accounting requirements

Example:

6. Automatic Population of Holidays and Leave Requests

webTA has the ability to auto-populate leave and premium pay requests and Federal Holidays as transaction lines on the timesheet. Please confirm these features will be used by the agency/office.

- Yes
 No

7. Who approves the leave/premium pay requests?

- a. Same as for T&A
 Yes
 No
- b. Other