



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
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IN REPLY  
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To: All, SDs, CDs and DSDs, and Field Managers  
Attn: All State, Center, and Field Office Timekeepers

From: Director, National Human Resources Management Center

Subject: Time and Attendance (RETARS) Data Entry for Pay Period 9921

Implementation of the new program elements (PE) for ABC at the beginning of FY 2000 will cause some problems for entry of time and attendance data. RETARS is being modified to accept the new two digit alpha codes. However, the modified version of RETARS will not be available until pay period 199922. Since pay period 199921 is split between FY 1999 and FY 2000, time coding for the FY 2000 portion of the pay period (October 1 - 8, 1999) will have to use the FY 1999 valid program elements (usually 00). RETARS will not accept the FY 2000 alpha PE codes for this pay period.

**Pay period 199921 T&As coded with the new FY 2000 program elements must be converted by timekeepers to the old PE codes.** Again, the most likely PE code will be 00.

FFS, on the other hand, will default (reject) FY 2000 charges which do not use the new PE codes. Either timekeepers or RDE personnel must correct the error through the FFS labor adjustment process (PADJ Table). Since these corrections must be made, it would help if employees coded the 199921 T&A forms with the FY 2000 PE codes. That way whoever makes these changes would know what the adjustment should be instead of an educated guess.

Please refer all questions on this issue to Johnnye Toney, (303) 236-6385 or Darlene Robitaille, (303) 236-6678.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

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