



# MSAOP News Notes

July 2009 Issue

Editor: Kelli Greene

## Mid South Area Council for Office Professionals (MSACOP) Annual Meeting, Stoneville, MS

We all email. We phone it in. We fax. We text. We webcast-which I strongly support and promote. But, we convince ourselves that as long as we can write well, these are all good forms of communication. Perhaps in some ways even *better*, since we're not *distracted*.

We all are aware of the notion that most of the information we get in a face-to-face communication is NOT from the words themselves, but rather from body language, facial expression, and tone of voice.

We might wonder why it is important to hold annual meetings of the Council of Office Professionals. Some might believe it a waste of government employee time and government monies. Trimming costs by communicating more via conference calls, emails, and utilizing subcommittees, the Council has been able to effectively reduce the length of the meeting through the years from 2 days then 1 ½ days and this year, a single day meeting! Others could wish their ARS Area allowed, much less was in support of, annual meetings. Well, we, this Council of Office Professionals, are extremely blessed to have an Area Office and Research Leaders that value the outcome of the Annual Meeting of the MSA Council of Office Professionals. The very fact that we had a chance to see, hear and experience each other for a one day meeting goes a long way toward sustaining us when we get back to our remote office and return to the mostly text world.

Through greeting, getting acquainted, discussing, joking, bargaining, directing, commiserating, promising, rebuffing, and the like—we make up the fabric of our workplace world. Of course it can come with the run of the mill advice and demands from our peers, too, but there is so much more. We must use caution because we can fool ourselves into thinking that text is even half as effective as face-to-face at communicating a message. What is gained from periodic face to face meetings can be invaluable to those attending.

I want to add that I'm thrilled to have met many of you in person at our Annual Meeting in April and I'm hoping I'll have a chance one day to meet more of you. For now, you'll just have to trust that I have a smile on my face as I type this ☺.

Submitted by: Ann McGee

Pictures by: Lucienne Savell



(L to R) Virginia Kelley, Recorder, Stoneville; Sydney Beaumont, New Orleans; Ann McGee, Sr. Chair, Stoneville; Lynda Taylor, Jr. Chair



Dr. Deborah Brennan, MSACOP Sponsor; Althea Hunt, New Orleans.

## Mark Your Calendars—MSACOP Training Workshop

Submitted by: Marlene Coley

Mid South Area Office Professional 2009 Training Workshop

Mark your calendars!  
The MSACOP is hosting a mandatory Training Workshop for all MSA Office Professionals to be held November 4-5, 2009 at the Courtyard Marriott in Gulfport, MS. Watch your email for details coming soon.

The Mid South Area Council of Office Professionals is planning a Training Workshop for all MSA Office Professionals to be held November 4-5, 2009 at the Courtyard by Marriott Gulfport Beachfront, Gulfport, MS. The MSACOP has been working hard to put together an agenda of training opportunities that will benefit all office professionals some of which are ARMPs/Budget, Adobe Professional, CATS, ARIS and the

new Microsoft Office Suite. We also have a terrific guest speaker lined up for Wednesday that will be well worth the trip and a tour of the Southern Horticultural Research Unit in Poplarville on Thursday afternoon. Registration information will be coming soon through email so be watching for it. This is a mandatory training so mark your calendars now. See you there!



## A GREAT RECIPE



Submitted by:  
Telecia Burton,  
PSA, Oxford, MS

1. Take a 10-30 minute walk every day. And while you walk, smile.
2. Sit in silence for at least 10 minutes each day. Buy a lock if you have to.
3. When you wake up in the morning complete the following statement, 'My purpose is to \_\_\_\_\_ today. I am thankful for \_\_\_\_\_'.
4. Eat more foods that grow on trees and plants and eat less food that is manufactured in plants.
5. Drink green tea and plenty of water. Eat blueberries, wild Alaskan salmon, broccoli, almonds & walnuts.
6. Try to make at least three people smile each day.
7. Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control. Instead invest your energy in the positive present moment.
8. Eat breakfast like a king, lunch like a prince and dinner like a college kid with a maxed out charge card.
9. Life isn't fair, but it's still good.
10. Life is too short to waste time hating anyone.
11. Don't take yourself so seriously. No one else does.
12. You are not so important that you have to win every argument. Agree to disagree.
13. Make peace with your past so it won't spoil the present.
14. Don't compare your life to others. You have no idea what their journey is all about.
15. No one is in charge of your happiness except you.
16. Frame every so-called disaster with these words: 'In five years, will this matter?'
17. Forgive everyone for everything.
18. What other people think of you is none of your business.
19. GOD heals everything - but you have to ask Him.
20. However good or bad a situation is, it will change.
21. Your job won't take care of you when you are sick. Your friends will, so stay in touch!
22. Envy is a waste of time. You already have all you need.
23. Each night before you go to bed complete the following statements: I am thankful for \_\_\_\_\_. Today I accomplished \_\_\_\_\_.
24. Remember that you are too blessed to be stressed.
25. When you are feeling down, start listing your many blessings, you'll be smiling before you know it.

## Five Keys for Setting Yourself Apart and Becoming a True Professional

*Submitted by: Virginia Kelley*



**Character:** Aspects of a professional's character include integrity, honesty, truthfulness, forthrightness, trustworthiness, being responsible, being diligent, doing what is right, and projecting a professional image.

**Attitude:** Having a professional attitude means, adopting a service mentality, seeking responsibility, having determination, and being a team player.

**Excellence:** To excel as a professional you must press for excellence, strive for continual improvement, be attentive, and follow instructions.

**Competency:** Professional competency in your field is a combination of expertise, performance, personal effectiveness, and being a good communicator.

**Conduct:** Professionals conduct themselves with maturity, manners, loyalty, respect for authority, confidences, confidentiality, and a touch of class.

Source: *Professionalism is for Everyone: Five Keys to Being a True Professional* by James R. Ball

## GovTrip Trip Detail & Trip Purpose

As a result of a data call on April 30, 2009, on the Coburn Report (Senator Tom Coburn) below is the **only** acceptable format to be used in GovTrip's "Trip Detail".

The name of the Conference/Training and the exact dates of conference/training (do not include the travel dates) and the sponsor/vendor of the conference/training. Do not start with "Attend: XXXX" or "Dr. Jones will present XXXX" or "Traveling to XXX".

Remember **"No Acronyms"** spell it out.

The format for the dates **must be** 05May-07May2009 **not** May 5 – 7, 2009.

Pay close attention to the difference in Conference and Outreach. If they aren't presenting it's a Conference, if they are, it's Outreach.

Eliminate all references to specific years, or references to annual meetings, I.E., 132<sup>ND</sup> Annual, in the title of the conference/training, for example: Instead of 35th Annual Women in Government Meeting, drop the 35th and the Annual and spell out Women in Government Meeting.

**Examples:** Conference Title – Conf. Dates – Sponsor of Conference – paper title or attending without presenting a paper .

**Conference: (Not presenting a paper – just attending the conference/meeting)**

Beltwide Cotton Conference – 05Jan-08Jan2009 - National Cotton Council – attending meeting without presenting a paper

**Outreach: (Presenting a paper)**

Beltwide Cotton Conference – 05Jan-08Jan2009 - National Cotton Council – Present paper entitled "The Genetics of Cotton Fiber Initiation"

**Training:**

Federal Lease Negotiations – 18May-22May2009 – Management Concepts Inc.

**Mission:**

Conducting experiment – 20May2009 – Southern Weed Science Research Unit

*For Mission we don't need that much detail, just enough to identify that it really is Mission (Site Visit, Gather Specimens, Conduct experiment, Pickup Equipment, etc), anything else is extra. Date of experiment/site visit. For this example the sponsor will be the research unit.*

Provided by Cack Norquist (e-mail May 14, 2009)

USDA, ARS does not use the following "Trip Purpose" codes:

Mission – Special  
Mission – Critical  
Other

For those of you who are approvers, please insure that this format is used, if it is not, either return the document so it may be corrected or correct it yourself before you approved it in the system.



## New Items in Travel (since the last News Notes)

Submitted by: Lynda Taylor



**Baggage charges on the travel voucher. Watch as different airlines charge different rates.**



Posting of Bulletin 09-305 titled "Local Travel Policy"

<http://www.afm.ars.usda.gov/ppweb/Bulletins/09-305.pdf>

Posting of Bulletin 09-304 titled "Official Travel File and Receipt Requirement"

The bulletin provides the new dollar value of **\$35 or greater** for which receipts are required for travel expenses. This policy will go into effect for travel that commences on or after May 4, 2009.

You can access the issuance and the REE Issuance website at the following:

<http://www.afm.ars.usda.gov/ppweb/Bulletins/09-304.pdf>

## Keeping Track of Travel

Submitted by: Wendy Smith

When arranging travel for others, do you have difficulty remembering which arrangements have been completed and for whom?

Create a folder for each trip. Instead of opening each travel folder to see what remains to be done, put a travel check-off sticker on the outside. Each item can be checked after it is completed (or if it does not apply). Using stickers makes travel arrangements much easier to track!

This is an example of a check-off sticker that can be created and saved on Smart Label:

Authorization	Registration
Flight	Tax Exemption
Rental Car	
Hotel	

When GovTrip was introduced, more labels were created to add to the cover of the travel folder, one for authorizations and one for vouchers. These stickers will you help remember the correct order and also help you so you will not forget a step. This is a sample of a standard GovTrip authorization and voucher sticker:

1. Enter **authorization** in GovTrip
2. My electronic signature - "Signed"
3. Print a copy
4. Obtain RL's hard copy signature
5. Place hard copy with travel folder on Approver's desk
6. Approver uploads signatures and sends me an electronic copy
7. Email Acct Tech an electronic copy of authorization (put CRIS # in subject line)
8. (At Approver's level for approval)
9. Complete when I received a GovTrip email stating Approver approved it

1. Enter **voucher**, and upload receipts
2. Mark electronic signature "Voucher Prepared"
3. Print and save an electronic copy in a file
4. Email that copy to traveler for review
5. Obtain traveler's hard copy signature
6. Obtain RL's hard copy signature
7. I upload signatures in Gov Trip
8. Email Acct Tech electronic copy of signed voucher with CRIS #
9. My electronic signature - "T-entered"
10. (Goes to Approver's level for approval)
11. Complete when I received a GovTrip email stating Approver

## Did you know?

AgLearn offers a variety of training options. Below are just a few of the many resources available at no cost to you. (Your agency has prepaid for your license!)

The AgLearn Vine has useful information. Are you aware that there are help books in AgLearn? It can be accessed at <https://aglearn.usda.gov/scorm-content/jobAids/TheVineJan2009.pdf>. Take a quick look.



### One-stop shopping for all your Microsoft Office needs!

Topics include **Excel, Word, PowerPoint, Outlook, Access** and many more!

**Connect with the Experts** – Direct access to SkillSoft's Mentoring Services, ensuring expert advice is always at hand;

**Roadmaps** – Guide you to where you want to go;

**Challenge Series** – Enhance your solution-analysis and decision-making skills;

**Practice Labs** – Practice and assess your current skills.

*Simulations, courses, books, videos and much more!*

Access the Microsoft Office XP/2003 KnowledgeCenter or the Microsoft Office 2007 KnowledgeCenter

### Were You Really Listening??

Enhance your listening skills with immediate and engaging resources!

Instant Advice & QuickTalks

- Effective Listening Behavior
- The Spirit of Constant Listening
- Active Listening

Online Courses & Books

- Effective Listening Simulation
- The Power of Listening: eWorkbook: How to Communicate Effectively with Anyone
- Enhancing Listening Skills
- Listening Basics
- Listening to Comprehend



### Professionalism and Business Etiquette Simulation

The rules of proper business etiquette are changing. In many corporations, middle management and the concept of seniority are being replaced by a flat organizational structure. Such an environment makes the need for appropriate behavior especially crucial, particularly if you're looking to advance your career. But how do you maintain privacy when you sit in one of a dozen cubicles? How should you address your peers and superiors? Deal with peer conflict or workplace friendships? In this simulation, you'll put your business etiquette skills to the test in a series of day-to-day tasks. This simulation is based on the SkillSoft Series "Professionalism and Business Etiquette".



### Are you running out of time?

Take advantage of the Time Management Resources available:

Instant Advice & QuickTalks

- ⊕ Jeffrey Immelt: Managing Your Time
- ⊕ Manage Time
- ⊕ Dealing with Time Wasters
- ⊕ Getting Time from a Busy Boss

Online Courses & Books

- ⊕ Taking Control of Your Time Simulation
- ⊕ Your Time and You
- ⊕ Techniques for Improved Time Management
- ⊕ 175 Ways to Get More Done in Less Time!
- ⊕ Successful Time Management

Have you ever hit the Send button and then began to worry?

Did your email deliver the message you intended?

Learn how to handle email effectively using the resources in AgLearn!

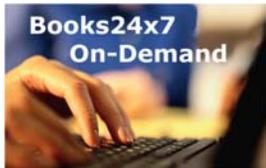


Courses

- ⊕ [Avoiding Errors in Usage and Punctuation](#)
- ⊕ [E-mail and Organizational Communication](#)
- ⊕ [E-mail and Internet Use](#)
- ⊕ [Customizing E-mail, Views, Navigation, and E-mail Accounts in Outlook 2003](#)

Videos & Books

- ⊕ [QuickTalks: David Allen: Email Sanity](#)
- ⊕ [QuickTalks: David Allen: Email Sanity](#)
- ⊕ [QuickTalks: Email Etiquette 9: Don't send emails to someone you could hit with a rock](#)
- ⊕ [QuickTalks: Email Etiquette 5: Never pre-address an email](#)



AgLearn offers continuous learning and professional development through **Books24x7 On Demand**, the fastest way to problem-solve and learn. With Books24x7, you can search, browse, and view the full contents of thousands of Business and IT books online to get a quick answer to a question or solve a problem instantly!

- ◆ Business Skills
- ◆ Human Resources
- ◆ Leadership
- ◆ Time Management
- ◆ Communication
- ◆ Certification & Compliance

### Q: What is Books24x7?

A: Books24x7 offers on-demand, instant online access to thousands of best-in-class books.

### Q: Where do I find Books24x7?

A: Log onto AgLearn at <http://www.aglearn.usda.gov/> and on your "Home" page click on the Books24X7 icon

- ◆ Project Management
- ◆ Accounting & Finance
- ◆ Desktop Applications
- ◆ Web Development



## Most Popular Online Courses for 2008:

- ✕ Planning for a Secure Retirement
- ✕ Late Savers Guidebook
- ✕ Organize to Remember *Replaced with Your Time and You*
- ✕ Coping with Stress *Replaced with Success Over Stress*
- ✕ Eliminate the Time Wasters *Replaced with Techniques for Improved Time Management*
- ✕ Avoiding Grammatical Errors in Business Writing
- ✕ Writing to Reach the Audience
- ✕ Basic Features of Excel 2003
- ✕ Excel 2007 Formulas and Functions
- ✕ Components of Financial Statements *Replaced with Financial Statements*
- ✕ Crisp Composition
- ✕ Principles of Financial Statements *Replaced with The Principles of Financial Management*
- ✕ Developing Excellent Time Management Habits

## Read the following from Rita Keeling:

FYI - I have taken the subject course (**Communication Business Etiquette**) and found it to be helpful. It takes about 2-1/2 hours to complete and there is no charge. The following is an overview/description of the course:

"How's it going?" Is this an appropriate greeting in today's corporate workplace? How about telephone use? Is it always necessary to return phone calls? If so,

how soon should you do it? Is e-mail the method of choice for communicating all your ideas, or is another way better? How important is your tone of voice when dealing with a customer? All these questions are a matter of etiquette. How you communicate--in person, over the phone, electronically, and with customers--has a direct effect on how people treat you, on whether you sell your idea or product, and on how quickly you advance in your career. In this course, you'll learn the subtleties of communication etiquette in the world of business.



## MID SOUTH AREA COUNCIL OF OFFICE PROFESSIONALS

The **Mission** of the MSACOP is to provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals.

The **Goal** of the Council is to enhance office professions through training, networking, mentoring, and recognition of office support employees. It is the desire of the Council to work with all levels of management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and ARS are met.

We're on the web:

<http://msa.ars.usda.gov/osp/>



Back Row (L) : Tammy Dorman, Lucienne Savell, Donna Signa, Drusilla Fratesi, Kelli Greene, Ann McGee, Virginia Kelley, Althea Hunt

Middle row (L) : Lynda Taylor, Ginger Carden, Sydney Beaumont, Dr. Deborah Brennan

Front row (L) : Peggy Tubertini, Marlene Coley

## Look Who is New to the Mid South Area!

# WELCOME



Mrs. Regina Hamberlin is the new Office Automation Clerk for the Crop Genetics and Production Research Unit, Stoneville, MS. Mrs. Hamberlin is a lifelong resident of Greenville, MS and currently resides there with her husband Mark and son Ganon.

Her office is located in Room 501 of the Jamie Whitten Delta States Research Center and her phone number is 662-686-3124. Please join us in welcoming Regina.



We are pleased to announce that Ms. Joan Fabick has joined the Area Office and Delta Human Nutrition Program as an Office Automation Assistant. She previously worked with the Southern Insect Management Research Unit in the unit office and is currently pursuing a degree in Business Administration.

The native and current resident of Greenville is the mother of two and has one grandchild. Her office is located in Room 164 of the Jamie Whitten Delta States Research Center and her phone number is 662-686-3633. Please join us in welcoming Joan to her new position.

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## Ethics Update

The SEB-101, "Application for Approval to Engage in Non-Federal Employment or Activity" issued by the USDA Ethics Office has been used for quite some time. **Previous editions of this form (REE-101) are now obsolete and will not be accepted by Headquarters.** This form was revised because the current version did not provide adequate information in order to determine if a conflict existed. This form should

be used when an employee wishes to engage in an outside activity that is NOT related to their official duties. I am still getting requests on the old form, so before you send in, be sure you are using the correct form.

Additionally, the SEB-106, "Request for Approval of Official Duty Activity" was developed specifically to use when a request is made to engage in an activity with an outside organization that **IS** directly related to your official duties. This would include

## Submitted by: Marlene Coley

Adjuncts, attending a meeting to make a presentation, committee members, etc.

Be sure that these forms are completed in their entirety. The forms can be found at the ethics website: <http://www.usda-ethics.net/science/forms/index.htm> along with lot of other information related to ethics issues.

## Employee Personal Page (EPP) and Time Manager

Submitted by: Wendy Smith

"If I take off a week in July, what will my use-or-lose be like at the end of the year?" Let your Employee Personal Page calculate the hours for you!

You can find the EPP at <https://www.nfc.usda.gov/personal/index2.asp>

**Use EPP to calculate leave** - You may know the Employee Personal Page (EPP) allows you to view your payroll, travel, health and life insurance, savings bonds, and other personal information, but it can also help you calculate your annual, sick, and comp leave.

**Time Manger Tab** - The Leave Calculator is located in the Employee Personal Page Time Manager tab. With the Leave Calculator you can:

- Plan your leave
- View your leave history
- Create PDF leave slips

**How to use Time Manager** - All pay periods, including your ending balance, are displayed on the Leave Calculator. Find the date for your leave type and click on that cell. The date you select will be highlighted and a Time Entry Table will appear at the bottom of the screen. In the table, click on the number of hours of leave you want to schedule for the highlighted day. Multiple days can be selected. Your totals and ending balances are automatically updated. (Please note that no typing of numbers is required.)

**Don't forget to save your work. The changes that you make are not saved until you click the Save button.**

**Creating Leave Slips** - The Leave Calculator allows you to generate PDF versions of leave slips that can be printed or saved. Click on a date with a number in the cell. On the upper right hand corner, from the "options" drop down list, select "Print Leave Slip". The PDF leave slip will be displayed in a new window.

**Printing Leave Slips** - 1) Find the day of the pay period that you want a leave slip printed, 2) Click on the appropriate field of leave, and 3) select "print leave slip" from the "options" drop down list.

**Conclusion** - There are many features in the Employee Personal Page that aid the employee. Next time you are planning your leave, try the Time Manager in the EPP to calculate your leave balance in future pay periods.

## QUICK GUIDE TO E-OPF

Submitted by: Wendy Smith

Your Electronic Official Personnel Folder (eOPF) holds all your records and documents from the beginning of your employment and is accessible to you."

Website listed below:

<http://www.afm.ars.usda.gov/hrd/applications/tutorials.htm>

Information you will need:

PO ID: (found on your last personnel action form SF-51)

Org Code: (found on your E&L Statement or personnel action form)

## SPOTLIGHT ON: .....

Submitted by: Peggy Tubertini



For this edition of News Notes, we're shining the spotlight on Pat Hodnett, Program Support Assistant for Aquatic Animal Health Research Unit at Auburn, AL.

Pat joined ARS April 13, 1997. She was promoted to her current position in September, 1999. She served on the Mid South Area Council for Office Professionals from 1998-2001.

She is the only administrative support person in a lab consisting of 22 laboratory personnel, which keeps her on her toes and

wearing many hats. Some of those hats include; Administrative Assistant to the Research Leader, Timekeeper, Purchase card holder responsible for ordering all lab supplies and record keeping of orders. She also handles all ARIS work including; agreements, IIS records, foreign travel, progress reports and assisting the Admin Office with preparing budget packages. She is usually responsible for all correspondence, reports and requests that come into the office and prepares/sets up all travel for each traveler in the lab. Pat also prepares personnel records including; evaluations, awards and other necessary paperwork.

She has received Certificates of Appreciation for serving as a project officer with the Heart of Alabama Combined Federal Campaign during 2006, 2007, 2008, and 2009.

Pat's academic accomplishments after graduation from Valley High School include earning a BS in Early Childhood Education from West Georgia College, Carrollton, GA

and a MS degree in Special Education from Auburn University.

Pat resides in Valley, Alabama. She is married to Bobby Hodnett and together they have a combined family of 6 children (Shawn, Lisa, Brittany, Whittany, Joshua, and Sharrae) and 5 grandchildren! She is active in her church, Langdale Congregational Christian Church - Valley, AL serving on the Deaconess Board, Finance Board (Chairperson) and providing assistance to the Sunday School Superintendent.

When she has some down time she likes to spend it reading, cross stitching and making ceramics.

*Thanks Pat for all you do for ARS!*



## webTA Questions for Hdqtrs



Q: Let's say you're going to be gone on lose or use - and it's in the next pay period. Can you go forward and complete your timesheet and validate before that pay period?

A: Employees can turn in hard copy T&A's ahead of time. Also, once a T&A has been picked up by the NFC, the T&A for the new pay period immediately becomes available and can be entered at that time.

Q: Which "66" code should we use? On our current timesheets, it's "other paid leave". There is a gazillion choices for code 66, including Federal Holiday - which do we use?

A: Timekeepers should use 66 Federal Holiday...it's about half way down the list of 66 codes. (Holidays should automatically populate T&A's now.)

Q: What code do you use when someone is on OWCP injury leave? Is it still Code 67?

A: Yes. Timekeepers should choose from the drop down menu in the T&A...it's the first choice on the list.

\*\*Another note: In most cases, Prefixes and suffixes are not entered in webTA. Timekeepers should choose the transactions from the drop down menus.

Q: If you use timekeeping by exception, will it allow all the people to work more than 8 hours per day as long as total for PP adds up to no more than 80 hours per PP? One timekeeper had this occur and got a leave error. Once she restored it to regular default (not be exception) the error went away and she could do what the person actually worked.

A: I changed my T&A Profile to exception processing and my default schedule to 9 hour days, one 8-hr day and 1 day off. I went into the Edit T&A Data screen and entered 4 hours of annual leave on the 1<sup>st</sup> Monday of the pay period and once I validated my T&A, webTA automatically subtracted the 4 hours of annual leave from my 9 hour day.

\*\*Another note: Employees can vary their work days by earning and using credit hours, not by working 6 hours one day, 10 hours another, etc.

Q: If an employee works overtime on the first Sunday of the PP what code is used for that OT?

Code 21 (for full time employees) -Overtime over 40 in a week.

### How to Avoid Leave Errors

Go to the following website <http://www.afm.ars.usda.gov/hrd/payleave/index.htm>. This can be helpful when doing leave audits.

## Need Guidance with webTA?

Submitted by: Lynda Taylor

For webTA guidance go to <http://www.afm.ars.usda.gov/hrd/payleave/index.htm> and click on "webTA" you'll find lots of specifics to aid in its use. Guides for Employees, Timekeepers, Supervisors and HR Administrators can be found at the Department's website: <http://www.da.usda.gov/webTA/>. From this site you can view webTA Basic 3.7 Guidelines, Employee Guidelines, Timekeeper Guidelines, or Supervisor Guidelines. I printed these, bound them with a coil, and use them frequently. The information is very helpful. While reporting for Pay Period 26 several problems arose for us and these Guidelines gave us the answers.

One complaint about webTA that has been voiced by several is that the Transaction and Accounting Codes must be selected each time. This solution depends upon what is selected in the T&A Profile under **Miscellaneous** and **Accounting**, and what is set for the **Default Schedule**. If you want to see something similar to the form used for StarWeb then do the following.

Build the Default Schedule the way you want it to appear with all lines based upon what that employee usually does [i.e. Regular Time, Comp Time Earned, Credit Earned, Overtime, etc.]. Then, Save.

Go to the T&A Profile. Under Miscellaneous select either 'Restore from Default' or 'Exception Processing'. I prefer Exception Processing (see page 28 or the webTA 3.7 Timekeeper's Guide).

Under Accounting, select **Local Account** (same as 1 in StarWeb) and the **Accounting Code**. If there is no accounting code or if the correct one is not listed then you will need to go back to the first screen where you select Employee or Timekeeper. Here you will select **Accounts** > Select the **employee**. When you see the employee's name then you can click **Get Account**. If the account is not listed you will need to select **New Account** and enter information. This is where to enter the accounting code (ex. 9016402450): [Fiscal Year = 9; Fund = 01; Division = 6402; Management Unit = 450. A description is not required but you might want to identify accounts such as CRADAs, Trusts, etc.] Select Finish.

Go back and select **Local Account** and the **Accounting Code** > Save. After 2 Pay Periods with Local Account selected this may be changed to Stored Account (NFC) (same as 2 in StarWeb), select the accounting code again then Save. This will keep you from having to select the accounting codes each time.

## MSACOP Annual Meeting held in Stoneville, MS April 22, 2009

Pictures by: Lucienne Savell



At the Annual Meeting we were welcomed by Dr. Margaret 'Meg' Allen, Research Entomologist over the Southern Quarantine Research Facility (SQRF) located in Bldg 8. The SQRF is part of the Biological Control of Pests Research Unit at Stoneville. This particular day that she spoke to the group she was Acting Research Leader.

L to R: Virginia Kelley, Dr. Margaret Allen, Ann McGee, Lynda Taylor, and Ginger Carden.



Tammy Dorman is deep in thought about her last meeting with MSACOP.

As Ann McGee mentioned in her article on page one here are a few of us communicating by phone or text message or just with our facial expressions.



L to R: Drusilla Fratesi (back to the camera); Marlene Coley, Donna Signa.



Ann McGee texting?



Virginia Kelley is listening to what Sydney Beaumont has to share with her.



Althea Hunt had something to share with the group.

Ann McGee is presented with a Certificate of Appreciation for serving as Sr. Chair for the past year.



L to R: Donna Signa; outgoing Recorder; Virginia Kelley, incoming Recorder.

*The MSACOP had a very productive and enjoyable Annual Meeting. Here are some pictures to share with you.*



L to R: Donna Signa; Ann McGee, outgoing Sr. Chair; Lynda Taylor, incoming Sr. Chair.