



To Be Sent Via Electronic Mail

October 6, 2003

MINNESOTA BULLETIN NO. 250-4- 2

SUBJECT: FNM – WebTCAS Direct Charge

Purpose. To provide guidance for “Direct Charge” in WebTCAS.

Expiration Date. September 30, 2004.

FNM has received all of the Area’s allocation of hours by programs; therefore, the timekeepers will use these spreadsheets to ensure this information is duplicated in WebTcas as well.

On October 10<sup>th</sup>, the new system will be brought on-line with new reporting definitions, new program codes and new modifiers. Again, employees must charge their time to the program being worked. The revised WebTCAS recognizes two types of employees:

- 1) general service employees, and;
- 2) performance employees.

General service employees include the State Conservationist, ASTCs, administrative and computer staff. Most employees, including all field staff are performance employees. **It is the supervisor’s responsibility to ensure the employee’s time is charged accordingly.**

Since FY 04 is a leap year; instead of projecting 2,088 hours, 2,096 hours are to be projected. In lieu of returning the spreadsheets back for recompilation, FNM will adjust the additional 8 hours for each employee.

WILLIAM HUNT  
State Conservationist

DIST: AE