

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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Information Bulletin No. HR-2000-006

To: All State Directors  
Attention: Deputy State Directors, Support Services  
and All Timekeepers

From: Acting Director, National Human Resources Management Center

Subject: Upgrade to RETARS Version 4.6

The Remote Entry Time and Attendance Reporting System (RETARS) will be upgraded this week to version 4.6. The new version will contain the modifications required to support the Activity Based Costing (ABC ) effort. The software and several tables will be modified to allow alphanumeric program element codes (pe\_cd). The current version only allows numeric program elements. Please pass the following information along to your timekeepers.

Existing numeric program elements in the work\_schedule and time\_card tables will be converted to the alphanumeric data type for those codes. They will still be OLD codes, however, and must be replaced with new, valid codes. There are no direct old code to new code conversions, so this must be done manually.

Timekeepers will be required to change the old codes to the appropriate new codes when they perform data entry for pay period 22 (PP9922). Timekeepers should also modify their preprint (work schedule) entries for all employees, if possible before PP9922 wrap-up. This will ensure that time card entries will contain the new program element codes beginning with PP9924.

The skeleton time\_card entries for PP9922 and PP9923 currently contain the old program element codes. If a site wishes to simplify data entry for pay period 9923 (after work schedules have been updated), they will need to recreate the skeleton time card entries (instructions will be contained in another email early next week).

Theo Zeisig of the National Information Resources Management Center will have completed all modifications required for version 4.6 by Wednesday, October 20, 1999.

If you have any questions about this upgrade, please contact Cindy Liebe (303)236-4668 or Theo Zeisig at (303)236-9043.

Signed by:  
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Acting Director

Authenticated by:  
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