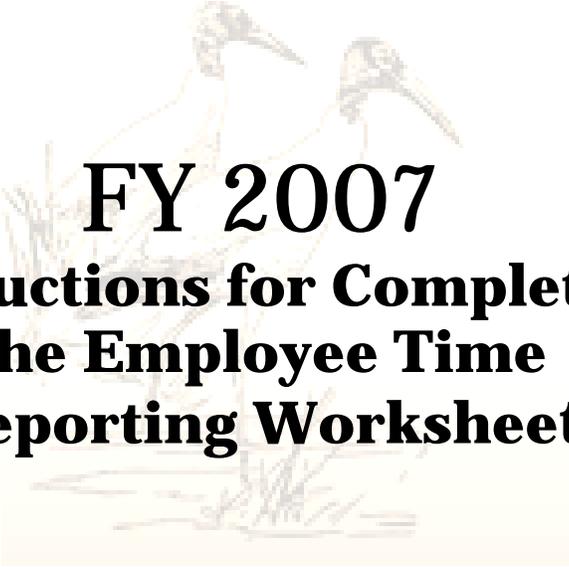


U.S. Fish & Wildlife Service



FY 2007
Instructions for Completing
the Employee Time
Reporting Worksheet



Distributed by:
Office of Planning and Evaluation

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Section 1: Overview of Changes and Improvements to the Activity Based Costing System for FY 2007

Improvements to the Activity Based Costing (ABC) System for FY 2007

This summer, we asked employees to participate in another short survey to help identify issues in ABC coding that, once corrected, will build confidence in the ABC data. The Deputy Regional and Assistant Directors Team has also been engaged and working hard on ABC issues during FY 2006. Because of these efforts, we have made improvements that will contribute to greater accuracy of cost data as well as providing a more user-friendly ABC coding structure. The improvements include:

ABC Codes and Dictionary:

The Deputies decided that the Service would benefit from more stability in the ABC dictionary structure. Therefore, there are only a limited number of changes to the codes in FY 2007: two new codes, and a handful of title changes and definition clarifications.

- No activities were deleted, 2 activities were added, total activity codes for FY 2007 = 178

ABC Guidance and Communication:

- Issuing guidance on specific issues that is easily accessible;
- Making arrangements for Regional site visits and other meetings to explain the guidance, the codes and definitions, and the benefits and usefulness of ABC;
- The Planning and Evaluation Staff is in the process of developing ABC coding “templates” to help employees in similar organizations code more consistently across those organizations. Coding templates are being tested at some field stations now and should be available early in the first quarter of FY 2007. ABC coding templates should make it easier for field employees to selection of the “right ABC code”.
- An updated, easier-to-use Service ABC web portal (<http://www.fws.gov/planning/abc>) is available which:
 - Expands and enhances data on Cost and Performance management;
 - Provides FWS employees with the latest news and developments on the ABC system;
 - Provides a one-stop-shop for all information on ABC cost data, performance data, software tools, the integration of cost and performance, training materials, and other important documents;
 - And, later in the year, the web portal will be updated with information and case studies on how ABC data is being used in the Service
 - Provides a Help Desk (<http://www.fws.gov/planning/Help/helpdesk.html>):
 - Developed and deployed a Cost and Performance Management Help Desk in June 2006
 - Help Desk includes a comprehensive set of Self Help Resources including FAQs, training materials, and video tutorials
 - Users also can obtain support by submitting E-mail Support Requests or contacting the ABC team for Telephone Support

ABC Technical Fixes:

- Continued work with the Finance community to improve how the ABC system handles transactions with missing or erroneous ABC codes using the default code tables in FFS
- Work is underway to validating the mapping of ABC activity costs to the Service’s performance goals with Regional input from the Assistant Regional Directors.

Cost & Performance Management Help Desk

The Cost and Performance Management Online Help Desk, deployed in June 2006, provides all Service employees the opportunity to receive assistance with Cost and Performance Management (CPM) questions. Offering three channels of help and a tip of the month, the help desk is a tool specifically designed to expand the Service's knowledge of CPM. The Cost and Performance Help Desk can be found at <http://www.fws.gov/planning/Help/helpdesk.html>.

The four main areas of the help desk are diagramed and described below.

- **Self Help:** Designed for common questions or quick refreshers on Cognos skills. Provides six categories of Frequently Asked Questions, training paths for all employees or power users, and video tutorials for Cognos tools.
- **Tip of the Month:** Updated monthly to provide quick tips for Cognos power users as well as information on CPM for all employees.
- **Email Support Request:** Developed for questions that are not answered through the self help tools, or those questions that require a more complex analysis. Leverage the knowledge of Subject Matter Experts and receive an answer in no more than 2 business days.
- **Telephone Support:** Intended for time sensitive questions or those complex analyses that require subject matter expertise.

Self Help

Many questions and issues can be solved quickly and efficiently using the online self-help tools:

- [Top 5 Most Common ABC/M Problems](#)
- [General FAQs](#)
- [ABC/M Coding FAQs](#)
- [ABC/M Methodology FAQs](#)
- [ABC/M Questions on Specific Codes](#)
- [ABC/M Technology Tools FAQs](#)
- [Performance Metrics FAQs](#)
- [Online Training Resources](#)
- [Cognos Video Tutorials](#)
- [Enterprise Planning Help](#)

Tip of the Month - September

In the **2006 ABC Survey**, many employees expressed a desire to view a report detailing how they code their time for a particular quarter or series of quarters. To obtain this report, employees should contact one of the ABC contacts in their region and request the desired report. A listing of all ABC contacts throughout the Service is on the Cost and Performance Management Portal located [here](#).

[View Prior Month's Tips](#)

E-mail Support Request

For more complex questions that can't be solved using the self-help tools, contact the experts by submitting an E-mail support request:

- Convenient way to answer more difficult questions.
- Leverage the knowledge of ABC/M Subject Matter Experts.
- Speedy responses delivered in two business days or less!
- Submit a request in minutes using the [Online Help Request Form](#).

Telephone Support

For difficult questions that are critical and require an immediate response we offer telephone support available from 10am - 3pm EST.

- Contact an ABC/M Subject Matter Expert to receive an immediate response to your question!
- Should be used to answer questions and address issues that are time sensitive, otherwise use E-mail support.
- Listing of ABC/M [contacts](#) providing telephone support.

Each tip is designed to expand the Service's knowledge of Cost and Performance.

Video tutorials are a great way to refresh basic Cognos skills.

Call the help desk for time sensitive questions and speak directly with a Subject Matter Expert.

Submit an online request form for any Cost and Performance question.

Changes to the Activity Dictionary for FY 2007

Unlike in FY 2006, the Deputies Team decided that the Service would benefit from more stability in the ABC dictionary structure. Therefore, there are only a limited number of changes to the codes you will use in FY 2007:

| ABC Work Activity Title | Type of Change Made for FY 07 | |
|---|-------------------------------|----------------------|
| Z3: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Municipal (MUN) | Title Change | Definition Clarified |
| Z4: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Non-Municipal (PUB) | Title Change | Definition Clarified |
| Z5: Review, Develop and Implement Environmental Provisions for FERC Hydropower Projects - Non-Specific (COM) | Title Change | Definition Clarified |
| 4A: Provide and Manage Opportunities for Quality Fish and Wildlife Dependent Recreation | Title Change | |
| 8B: Construct Buildings | | Definition Clarified |
| 8C: Construct Roads, Bridges, Tunnels | | Definition Clarified |
| 8D: Construct Dams and Water Storage Facilities | | Definition Clarified |
| 8E: Construct Water Conveyance Facilities | | Definition Clarified |
| 8F: Construct All Other Structures, Facilities and Grounds | Title Change | Definition Clarified |
| 8G: Maintain Buildings | | Definition Clarified |
| 8H: Maintain Roads | | Definition Clarified |
| 8J: Maintain Bridges | | Definition Clarified |
| 8K: Maintain Dams and Water Storage Facilities | | Definition Clarified |
| 8L: Maintain Water Conveyance Facilities | | Definition Clarified |
| 8M: Maintain All Other Structures, Facilities and Grounds | Title Change | Definition Clarified |
| 8P: Inventory DOI Facilities and Assess Facility Condition | | Definition Clarified |
| 9G: Administer Recruitment, Staffing and Classification; and Ensure Diversity | Title Change | |
| 9Q: Develop and Allocate Budgets | | Definition Clarified |
| 9R: Perform Financial Management Operations | | Definition Clarified |
| 94: Perform IT Capital Planning and Project Management | NEW | |
| 95: Manage IT Architecture | NEW | |

Section 2: Introduction to the FY 2007 Employee Time Reporting Worksheet

You may use this form as an electronic copy or hardcopy as determined by your supervisor. The instructions in Section 3: Saving and Opening the Employee Time Reporting Worksheet and Section 4: Completing the Employee Time Reporting Worksheet relate *only* to the electronic copy of the Employee Time Reporting Worksheet. For more information concerning hardcopy only forms, go to http://www.fws.gov/planning/ABC/ta_hardcopy.html.

This manual contains employee instructions for completing the MS Excel Employee Time Reporting Worksheet. The worksheet is submitted to your supervisor for his/her signature. Your timekeeper will then use this Employee Time Reporting Worksheet to code your time and attendance into FPPS. The overall process for completing the Employee Time Reporting Worksheet is depicted below.



Exhibit 1: Process flow for the FY 2007 Employee Time Reporting Worksheet

The Employee Time Reporting Worksheet is mandatory for reporting your time; however, you will have the option to submit your time either electronically or via hard copy as determined by your supervisor. If you submit a hard copy version, please sign your Employee Time Reporting Worksheet. Your supervisor will also be required to sign your worksheet. If you submit your worksheet electronically, an email message proxies for your signature.

For questions using the Employee Time Reporting Worksheet, contact your timekeeper. For any questions regarding ABC work activity codes, contact the Regional ABC Representatives. Do NOT call the IT help desk for assistance because they cannot assist you in completing the Employee Time Reporting Worksheet.

Section 3: Saving and Opening the Employee Time Reporting Worksheet

Before proceeding with the following instructions, please **delete/remove** any **previous versions** of the time sheet. The FY 2007 Employee Time Reporting Worksheet not only contains new activity codes, but has been enhanced to assist you in the time reporting process.

1. To begin, type in http://www.fws.gov/planning/ABC/ta_electronic.html in a browser to access the Employee Time Reporting Worksheet.

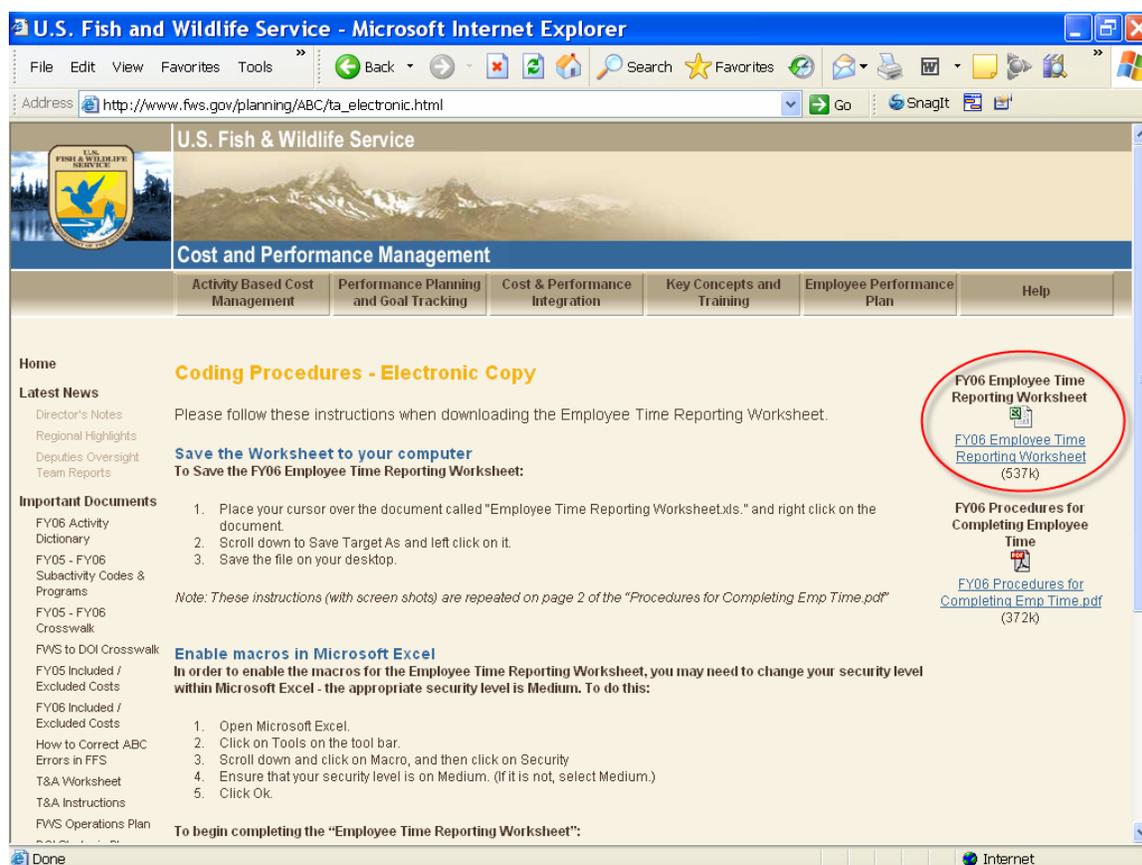


Exhibit 2: View of the Employee Time Reporting Worksheet on the FWS Cost and Performance Management web portal.

2. As illustrated in Exhibit 3, place your cursor over the document called “FY07 Employee Time Reporting Worksheet.” This will allow you to save the document to your desktop.
3. Right click on the document called “FY07 Employee Time Reporting Worksheet.”

4. Scroll down to **Save Target As** and left click on it.

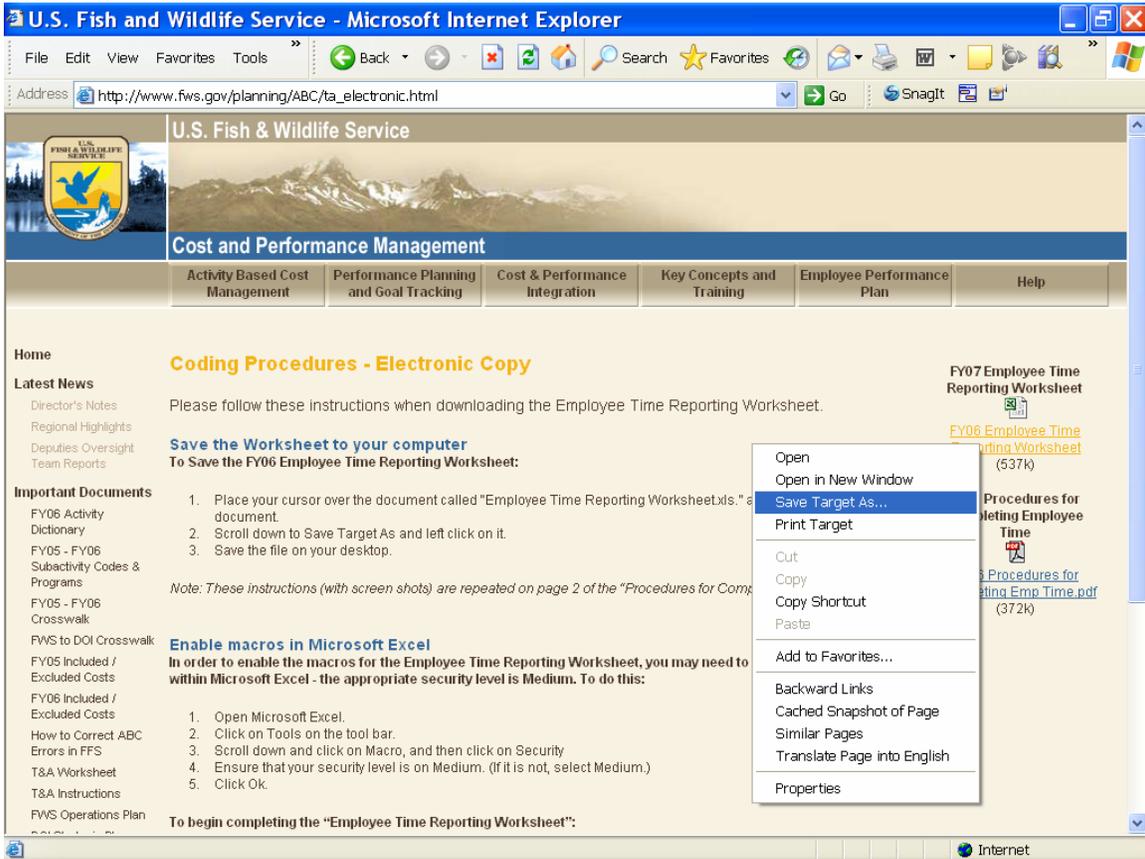


Exhibit 3: Saving the Employee Time Reporting Worksheet

- Navigate to your desktop as shown below in Exhibit 4. Click Save.

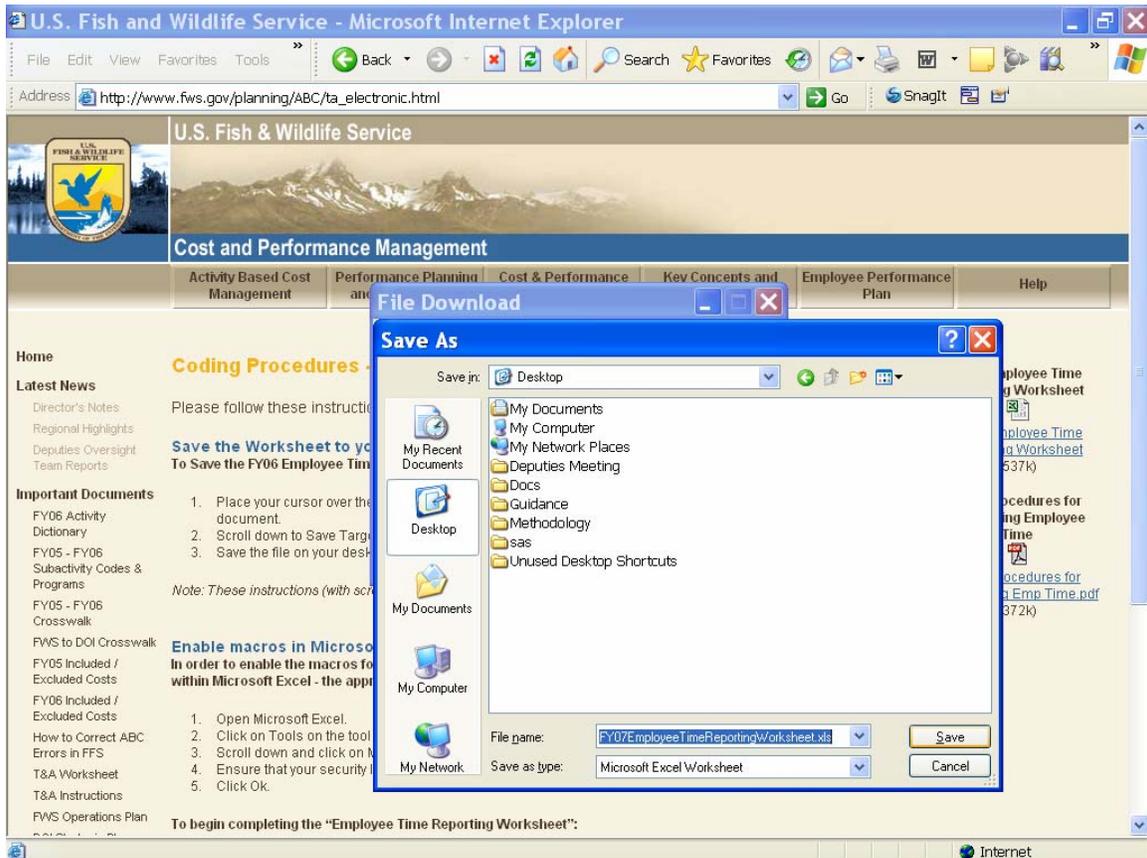


Exhibit 4: Saving the Employee Time Reporting Worksheet onto the Desktop

- Go to your desktop and double-click on the document called "FY07EmployeeTimeReportingWorksheet.xls." This will open the file in Microsoft Excel. After Microsoft Excel has opened, you will see the following dialog box appear.

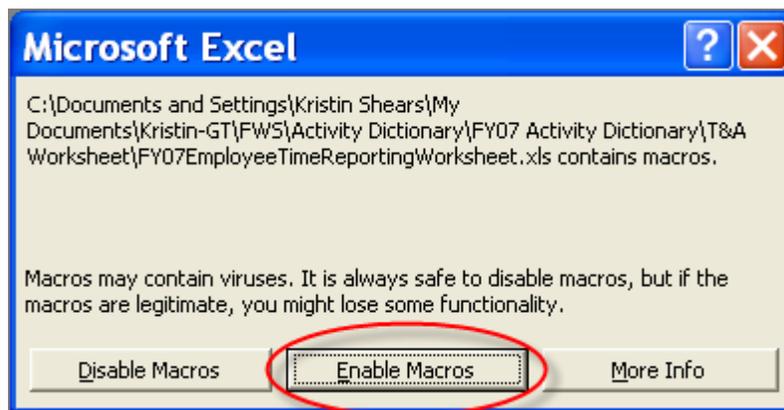


Exhibit 5: Selecting Enable Macros

- Select **Enable Macros**. You must select Enable Macros in order for the Employee Time Reporting Worksheet to function properly. After clicking Enable Macros, the Employee Time and Attendance worksheet will open.

8. The following picture depicts the tabs at the bottom of the screen that should appear upon opening the Employee Time Reporting Worksheet. Additionally, the table following Exhibit 6 lists each worksheet in the Excel file, along with a brief description of the content of each worksheet.

Note: Use the arrow keys on the left to scroll and access each tab in the Excel workbook. If you can not see the tabs as illustrated below, move the cursor over the single square to the right of the file name and click once to maximize the document. This should enable you to see the tabs.



Exhibit 6: View of the Tabs at the bottom of the Employee Time Reporting Worksheet

| Worksheet Name | Description |
|--------------------------------|--|
| Instructions & Guidance | Includes instructions for completing the Employee Time Reporting Worksheet. Also includes new FY 2007 Coding Guidance. |
| Employee Time Reporting Wrksht | Employee Time Reporting Worksheet to be completed by FWS employees. |
| FY07 ABC Activity Codes | List of all FY 2007 Activity Codes. The codes are organized by process. |
| Regional ABC Contacts | List of all Regional ABC Contacts |
| Time Reporting Sample | Sample T&A Worksheet |

Table 1: Description of each worksheet in the FY 2007 Employee Time Reporting Worksheet Excel file

Section 4: Completing the Employee Time Reporting Worksheet

The following provides step-by-step instructions on how to complete the **FY 2007 Employee Time Reporting Worksheet** electronically. As a reminder, please delete/remove any previous versions of the time sheet. The FY 2007 Employee Time Reporting Worksheet not only contains new activity codes, but has been enhanced to assist you in the time reporting process.

1. To begin filling out a timesheet, click on the **Employee Time Reporting Worksheet** tab.



Exhibit 7: Selecting the Employee Time Reporting Worksheet

2. Enter your designated Organization/Department Name and your Name in the upper left corner of the form.

| | A | B | C | D | E | F | G | H |
|---|----------------------------------|----------------------|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | Organization or Department Name: | <input type="text"/> | | | | | | |
| 4 | Name: | <input type="text"/> | | | | | | |
| 5 | Employee Signature: | <input type="text"/> | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |

WEEK 1

Exhibit 8: Entering Organization/Department and Name on the Employee Time Reporting Worksheet

3. Select the appropriate Pay Period from the pull down menu in the center of the form.

As illustrated below in Exhibit 9, once you click in the entry box next to Pay Period, you will see an informational box pop up, as well as an arrow on the bottom right of the entry box. Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Period.

You will notice that the actual dates in each Pay Period will automatically be updated directly below where you selected the Pay Period.

| | |
|--------------------------|---|
| Pay Period: <u>0622</u> | Pay Period: <u>0622</u>  |
| From: <u>10/1/06</u> | From: <u>10/1/06</u> |
| Through: <u>10/14/06</u> | Through: <u>10/14/06</u> |

Note: The pull-down menu in the second column shows a list of pay period codes: 0622, 0623, 0624, 0625, 0626, 0701, 0702, 0703.

Exhibit 9: Selecting the Pay Period from the Pull Down Menu

FWS FY 2007 Activity Dictionary

- Type in your regularly scheduled tour of duty (hours that you work) for each day of the pay period in the area labeled "Work Schedule." If you do not have regularly scheduled tour of duty (e.g. you are on a maxiflex schedule or an intermittent employee), you do not have to complete this part of the form. Use the "Tab" key to move from one day to the next.

| | WEEK 1 | | | | | | | | WEEK 2 | | | | | | | | WEEK TOTAL | PAY PERIOD TOTAL |
|---------------|----------|----------|----------|----------|----------|----------|----------|-------|----------|----------|-----------|-----------|-----------|-----------|-----------|-------|------------|------------------|
| | SUN 10/1 | MON 10/2 | TUE 10/3 | WED 10/4 | THU 10/5 | FRI 10/6 | SAT 10/7 | TOTAL | SUN 10/8 | MON 10/9 | TUE 10/10 | WED 10/11 | THU 10/12 | FRI 10/13 | SAT 10/14 | TOTAL | | |
| Work Schedule | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| PAY CODE | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| | | | | | | | | 0.00 | | | | | | | | 0.00 | 0.00 | |
| Total Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| DATE | 10/1 | 10/2 | 10/3 | 10/4 | 10/5 | 10/6 | 10/7 | Time | 10/8 | 10/9 | 10/10 | 10/11 | 10/12 | 10/13 | 10/14 | Time | NOTES | |

Exhibit 10: Entering the Standard Work Hours on a Typical Day

You may notice that an "HRS?" message appears in the total column for each day. This message serves as a reminder to allocate the appropriate number of hours based on your daily schedule. Once you enter the number of hours that is equal to or greater than those allocated for the day, the column will sum correctly, as shown below:

| | SUN 10/1 | MON 10/2 | TUE 10/3 |
|---------------------|----------|----------|----------|
| Work Schedule | | | |
| PAY CODE | | | |
| 010 Regular time | | 1.00 | 1.00 |
| 010 Regular time | | 1.00 | 1.00 |
| 010 Regular time | | 3.00 | 3.00 |
| 010 Regular time | | 1.00 | 3.00 |
| 010 Regular time | | 1.00 | 1.00 |
| 030 Sick leave used | | 2.00 | |
| Total Hours | 0.00 | 9.00 | 9.00 |
| DATE | 10/1 | 10/2 | 10/3 |

Exhibit 11: Entering the Actual Hours Worked Per Day

- Select the Pay Code from the pull down menu.

Click on the arrow to the right of the Pay Code entry box. **Please note:** You can either select a paycode from the list or key in another pay code.

Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the appropriate Pay Code.

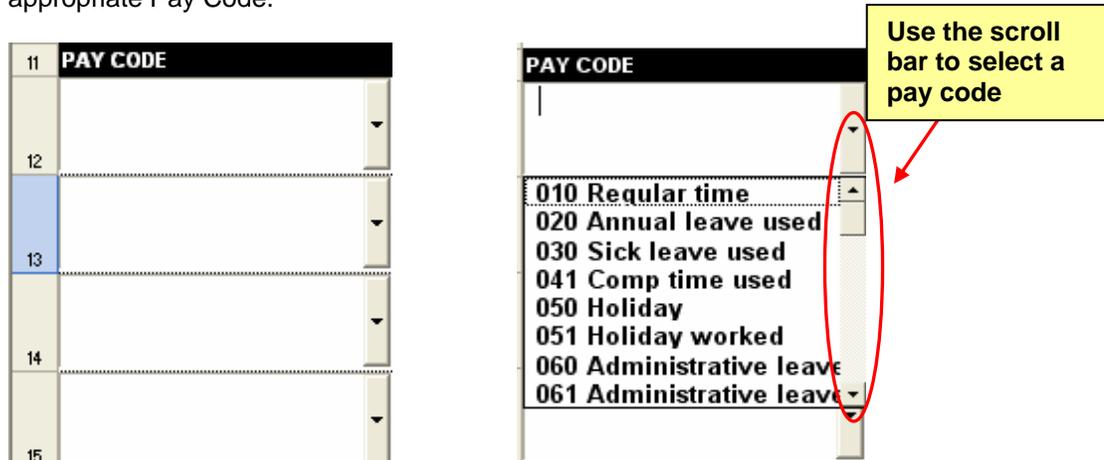


Exhibit 12: Selecting the Pay Code on the Employee Time Reporting Worksheet

You do not have to select one of the items here. If you prefer to key in a non-standard pay code, you will see the following information message:

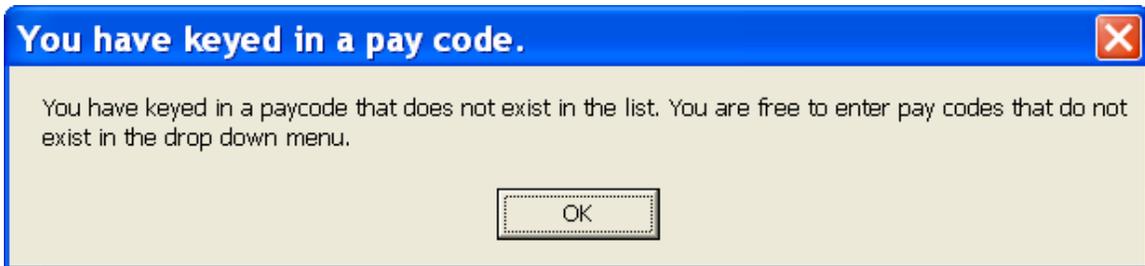


Exhibit 13: Message displayed if the employee inputs a Non-Standard Pay Code

Click OK.

Note: The worksheet has 16 visible lines available for pay codes. There are an additional 24 lines hidden. If you need additional lines, hold the “Shift” key and click on rows 26 and 51 as shown below:

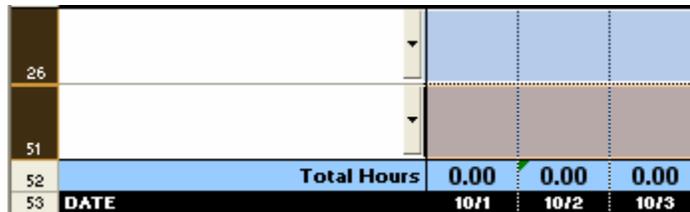


Exhibit 14: Locating and highlighting hidden lines on the Employee Time Reporting Worksheet

7. Select the appropriate ABC Work Activity Codes from the pull down menu.

Click on the arrow to use the pull down menu. Then you can scroll up/down using the arrows located on the right hand side of the entry box (on the pull down menu) to find the applicable ABC Activity Code. **Please note:** You can also type in the ABC code (see Exhibit 21) or continue to use the scroll bar to make your selection.

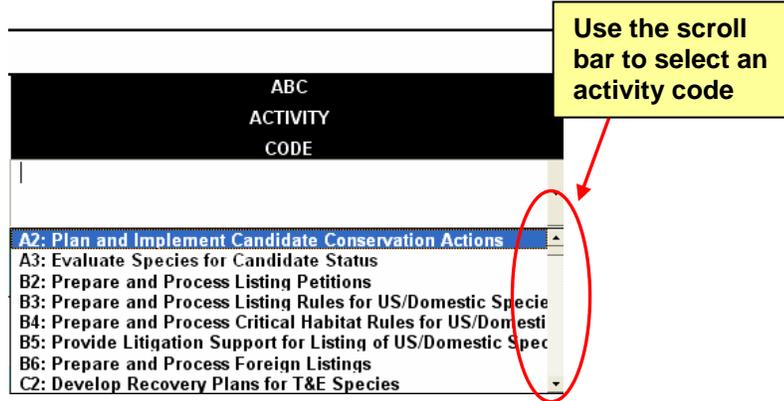


Exhibit 18: Using the drop-down menu and scroll bar to select an ABC Activity

Another way to select an activity is to type in the code. As you begin typing, the activity will appear in the entry box. This is shown below in Exhibit 19.



Exhibit 19: Selecting an activity code by typing in the entry box

If you key in an invalid ABC Code, you will see the following dialog box appear.



Exhibit 20: Warning message if an invalid ABC Code is keyed in

FWS FY 2007 Activity Dictionary

8. Repeat steps 1 – 7 for the remainder of the pay period. After recording your time for the pay period, save the worksheet.
9. Sign the worksheet using either of the following methods:
 - a. You can forward the workbook by email to your supervisor. The email proxies for your signature.
 - b. Print the worksheet on legal paper and sign the hardcopy in the upper left side of the page. Again, check with your office/organization.

Section 5: Important Information Regarding Selecting ABC Codes

An ABC Work Activity Code is a two-digit alphanumeric code that corresponds to the activities defined in the FWS activity dictionary. If you need assistance getting a better understanding of what type of work is performed as part of each ABC Work Activity code, you can go to http://www.fws.gov/planning/ABC/dictionary_online.html.

Select Activity Codes to define all the hours charged against any Leave Codes you have chosen. You must assign an activity code to charges of any kind of paid leave.

Record Comp Time or Credit Hours Used (when you take the time off) to the Activity Code and Activity Description associated to the type of work you would have been performing had you been at work. Activity Codes are not to be used for Comp time or Credit Hours Earned.

If you record more than your regular work hours for that pay period, the following note, "Hours exceed tour of duty (for full-time employees only)" will be displayed in the bottom right section of your Employee Time Reporting Worksheet. This feature is provided as a reminder to you to check the time you have input is correct for that pay period. This applies only to full time employees.

| | | | |
|-------|-------|--|---|
| 0.00 | 0.00 | | |
| 0.00 | 0.00 | | |
| 0.00 | 0.00 | | Informational message after exceeding standard hours. |
| 0.00 | 0.00 | | |
| 45.50 | 81.00 | Hours exceed tour of duty (for full-time employees only) | |

Exhibit 21: Informational message received on the Employee Time Reporting Worksheet after exceeding the Standard Hours for a normal Pay Period

ABC requires most time submission to be in hour increments; however, if you need to record a fraction of an hour, code time in intervals of 15 minutes. Here are the calculations in decimal format:

- 15 minutes would be recorded as .25
- 30 minutes would be recorded as .50
- 45 minutes would be recorded as .75
- 1 hour would be recorded as 1

In a regular workday, it is acceptable to assign time worked to multiple ABC work activity codes.

Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time to the Activity codes of B2, B3, B4 or B5. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Section 6: Assistance Determining ABC Activity Codes

The following list, found in the **Regional ABC Contacts tab**, provides contact information for the primary representative in each region. Any comments or concerns regarding the list of activities should be directed to the following individuals.

| FWS ABC Contacts | | |
|-------------------------|--------------------------------|--|
| Contact | Office | Email |
| Russ Harmon | Region 1 & CNO Primary Contact | Russell_Harmon@fws.gov |
| Terri Braden | Region 2 Primary Contact | Terri_Braden@fws.gov |
| Dave Yazzie | Region 2 Secondary Contact | David_Yazzie@fws.gov |
| Bob Hansen | Region 3 Primary Contact | Robert_Hansen@fws.gov |
| Bill Andersen | Region 3 Secondary Contact | William_Andersen@fws.gov |
| Dwayne Cook | Region 4 Primary Contact | Dwayne_Cook@fws.gov |
| Ed Buskirk | Region 4 Secondary Contact | Ed_Buskirk@fws.gov |
| Alan Collette | Region 5 Primary Contact | Alan_Collette@fws.gov |
| Dawn Comish | Region 5 Secondary Contact | Dawn_Comish@fws.gov |
| Cathey Willis | Region 6 Primary Contact | Cathey_Willis@fws.gov |
| Mike Stempel | Region 6 Secondary Contact | Mike_Stempel@fws.gov |
| Richard Hannan | Region 7 Primary Contact | Richard_Hannan@fws.gov |
| Debora McClain | Region 7 Secondary Contact | Debora_McClain@fws.gov |
| Kevin O'Brien | Region 9 Primary Contact | Kevin_Obrien@fws.gov |

