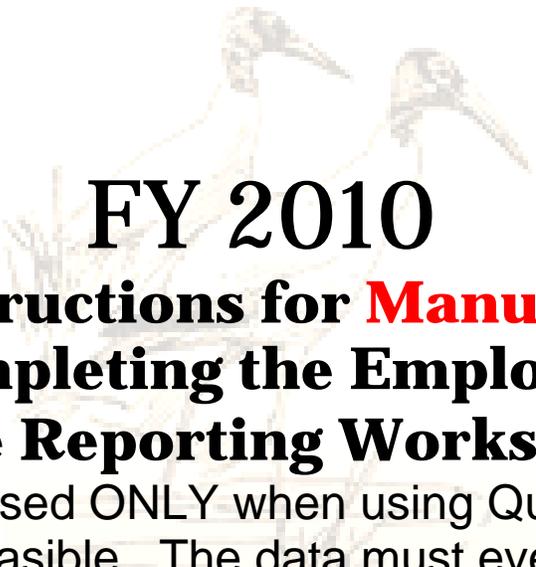


U.S. Fish & Wildlife Service



FY 2010

Instructions for **Manually Completing the Employee Time Reporting Worksheet**

(To be used ONLY when using Quicktime is not feasible. The data must eventually be entered into Quicktime.)

Distributed by:
Division of Cost & Performance
Management



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Section 1: Activity Based Costing (ABC) System for FY 2010

The Service's Deputies Team (composed of all of the Deputy Assistant Directors and Deputy Regional Directors) provides oversight and direction for the implementation of Activity Based Costing (ABC) in the Service. They decided that the Service would be best served by minimizing the changes to the ABC system until further notice. Therefore, there are no changes to the ABC codes or guidance for FY 2010. The same list of ABC codes that was used in FY 2009 remains valid for FY 2010. (There are a small number of editorial-type fixes to some definitions, but nothing significant has changed.)

The Service Directorate reviewed the ABC system in the Fall of 2006. They officially endorsed the "Directorate's Rules on ABC Data and Mapping. These were initially sent out to all employees on October 13, 2006.

Here is that same guidance:

Director/ARL/R9/FWS/DOI

10/13/2006 05:07 PM

All Employee Message - Director's Message from the October Directorate Meeting

Directorate Meeting Summary Memphis, TN October 2-5, 2006

It is now a year since I became Director, and during that time one of my primary objectives has been to open the lines of communication within the Service. Through my video conferences, Directorate meeting summaries, and field visits, I continue to encourage an open dialogue on the issues of critical importance to the Service with all of our employees. I said that you would continue to hear from me and that you would be hearing more from your Regional Directors and Assistant Directors as well. I am particularly encouraged by the comments and feed back that we are all receiving. In keeping with my commitment, I want to outline several key Directorate decisions from our meeting last week for your information.

...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....formatting (bullets) have been added below to make this easier to follow. No words have been changed.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

ABC Data and Mapping

Given the importance of ABC data as a management tool for the Service, it is critical that the information collected through our ABC process be as accurate as possible. The Directorate discussed this issue and agreed to a standard approach for ABC coding and mapping.

- Effective immediately, there will be only one source of guidance on coding for ABC.
- Employees will code all costs of work, work hours, leave hours and non-labor transactions, as defined in the ABC dictionary.
- Any employee can code to any code (including “support” codes) without necessitating that they match subactivity or the ultimate outcome of the work.
- Mapping is designed to capture the ultimate outcome of the work, not ABC.
- National ABC Coding Template Guides will be used by programs/field stations to enhance coding consistency.
- Supervisors must review all T&As/transactions for the correct ABC code.
- Default codes will be used to catch un-coded transactions.
- Default codes must be reviewed on a regular basis; “holding accounts” for invalid codes must be cleared on regular basis;
- ABC costs must be reviewed at least quarterly; and,
- ABC errors must be corrected through the RDS process promptly.
- Programs & Regions map work activities to performance;
- Mapping is defined by the programs and organizations and applied Service-wide.

...sections removed from this version...see original email sent out on 10/13/2006 to all employees for the entire message....

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

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.aspx>.

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.

The screenshot shows the help desk interface with four main sections: Self Help, Tip of the Month, E-mail Support Request, and Telephone Support. Red circles and arrows highlight specific features and provide explanatory text.

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.

Annotations:

- Red circle around "Tip of the Month - September" with arrow pointing to it: "Each tip is designed to expand the Service's knowledge of Cost and Performance."
- Red circle around "Cognos Video Tutorials" with arrow pointing to it: "Video tutorials are a great way to refresh basic Cognos skills."
- Red circle around "Telephone Support" with arrow pointing to it: "Call the help desk for time sensitive questions and speak directly with a Subject Matter Expert."
- Red circle around "Online Help Request Form" with arrow pointing to it: "Submit an online request form for any Cost and Performance question."

Section 2: Introduction to the FY 2010 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 hard copy of the Employee Time Reporting Worksheet. For more information concerning electronic forms, go to http://www.fws.gov/planning/ABC/ta_electronic.aspx.

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.

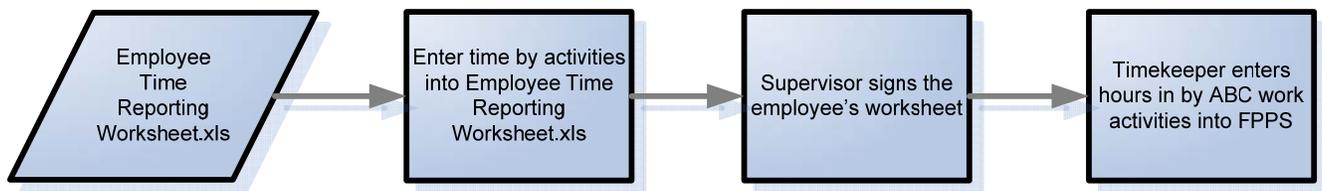


Exhibit 1: Process flow for the FY10 Employee Time Reporting Worksheet

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.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

Section 3: Saving and Opening the Employee Time Reporting Worksheet

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

FY 2008 Time & Attendance Worksheet

Worksheets*	Instructions
 FY08 Employee Time Reporting Worksheet (820k)	 FY08 Procedures for Completing Employee Time (626k)
 FY08 Employee Time Reporting Worksheet B&W Version (77k)	 FY08 Procedures for Completing Employee Time (626k)
 FY08 Employee Time Reporting Worksheet (Hardcopy).pdf (531k)	 FY08 Employee Time Reporting Worksheet(hardcopy) (531k)

Coding Questions??

Do you have questions on the Employee Time Reporting Worksheet? [Click here](#) to view a list of the most frequently asked questions.

To Save these files to your computer follow these instructions:

1. Place your cursor over the Electronic or Hard Copy T&A worksheet and right click on the document.
2. Scroll down to Save Target As and left click on it.
3. Save the file on your desktop.

Exhibit 2: View of the Employee Time Reporting Worksheet on the FWS ABC Internet site

2. As illustrated in Exhibit 3, place your cursor over the document called “FY10 Employee Time Reporting Worksheet HC.pdf.” This will allow you to save the document to your desktop.
3. Right click on the document called “FY10 Employee Time Reporting Worksheet HC.pdf.”
4. Scroll down to **Save Target As** and left click on it.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

FY 2008 Time & Attendance Worksheet

Worksheets*	Instructions
FY08 Employee Time Reporting Worksheet (820k)	FY08 Procedures for Completing Employee Time (626k)
FY08 Employee Time Reporting Worksheet B&W Version (77k)	FY08 Procedures for Completing Employee Time (626k)
FY08 Employee Time Reporting Worksheet (Hardcopy).pdf	FY08 Employee Time Reporting Worksheet(hardcopy) (???)k

To Save these files:

1. Place your cursor on the document icon and click on the document icon.
2. Scroll down to Save Target As...
3. Save the file on your desktop.

To follow these instructions:

1. Copy T&A worksheet and right click on it.
2. Paste it.

To begin completing the "Employee Time Reporting Worksheet":

Coding Questions??

Do you have questions on the Employee Time Reporting Worksheet? [Click here](#) to view a list of the most frequently asked questions.

***If you download the worksheets below to enable Mac users to follow the instructions:**

To begin completing the "Employee Time Reporting Worksheet":

Exhibit 3: Saving the Employee Time Reporting Worksheet

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

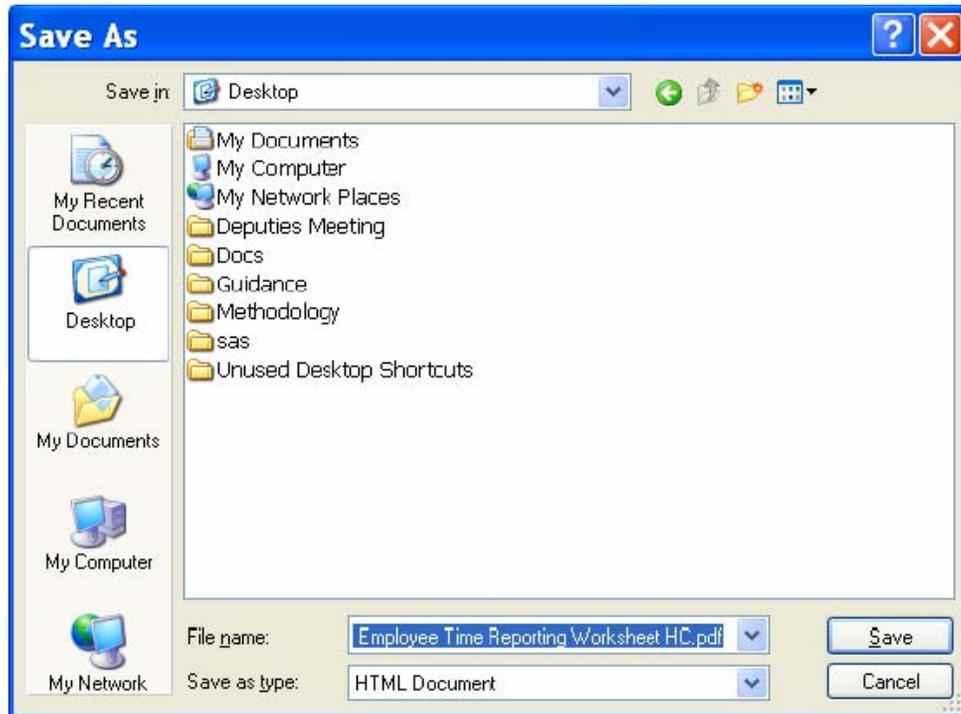


Exhibit 4: Saving the Employee Time Reporting Worksheet onto the Desktop

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

6. Go to your desktop and double click on the document called “FY10 Employee Time Reporting Worksheet HC.pdf.” This will open the file in Microsoft Adobe Acrobat.
7. Print “FY10 Employee Time Reporting Worksheet HC.pdf”. To print the document, go to the top left and click File>>Print. Click OK.

Section 4: Completing the Employee Time Reporting Worksheet

The following provides step-by-step instructions on how to complete the **FY 2010 Employee Time Reporting Worksheet** manually. As a reminder, please delete/remove any previous versions of the time sheet. The FY 2010 Employee Time Reporting Worksheet not only contains new activity codes, but has been enhanced to assist you in the time reporting process.

1. Write your designated Organization/Department Name and your Name in the upper left corner of the form.

Organization or Department Name:	
Name:	
Employee Signature:	
WEEK 1	

Exhibit 5: Entering Organization/Department and Name on the Employee Time Reporting Worksheet

2. Write the appropriate Pay Period in the center of the form. Also, enter the actual dates in each Pay Period directly below where you entered the Pay Period.

Pay Period:
From:
Through:

Exhibit 6, Entering the Pay Period

3. Write 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, for example, you are on a maxiflex schedule or an intermittent employee), you do not have to complete this part of the form. The example below shows an 8-hour a day, Monday through Friday, schedule.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

	WEEK 1							WEEK 2								
								WEEK TOTAL	SUN 1/1	MON 1/2	TUE 1/3	WED 1/4	THU 1/5	FRI 1/6	SAT 1/7	WEEK TOTAL
Work Schedule	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT	

Exhibit 7: Entering the Standard Work Hours on a Typical Day

- Write the number of hours you actually worked each day in the Pay Period. Ensure that you have divided your time by ABC Activity. Write the appropriate Pay Code, such as regular time, annual leave, sick leave, holiday, credit hours earned, credit hours used, leave without pay used, and admin leave other

	WEEK 1							WEEK TOTAL
Work Schedule	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00
PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT	

Exhibit 8: Entering the Pay Code on the Employee Time Reporting Worksheet

The worksheet has 16 lines available for pay codes. If you need additional lines, print another Employee Time Reporting Worksheet and indicate that to fully account for your time. You may require two or more Employee Time Reporting Worksheets for a particular Pay Period.

- Write the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the project code (4 digits) and the organization code (5 digits).

Note: All 13 digits described above must be used. If the 4 digit project code is not applicable, you must include 4 zeros in the appropriate place for the project code.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

ACCOUNT CODE
9999888812345

Exhibit 9: Entering the Account Code

6. Write the appropriate ABC Work Activity Code. You are not required to write the ABC Work Activity Description.
7. Repeat steps 1 – 6 for the remainder of the pay period. After recording your time for the pay period, proceed to Step 8.
8. Once you have completed the Employee Time Reporting Worksheet at the end of a Pay Period forward it onto your supervisor for approval.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

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.aspx.

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 10: 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.

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

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
Paula Frechen	Region 1 Primary Contact	Paula_Frechen@fws.gov
Tina Ballard	Region 1 Secondary Contact	Tina_Ballard@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
Cathy Willis	Region 6 Primary Contact	Cathey_Willis@fws.gov
Mike Stempel	Region 6 Secondary Contact	Mike_Stempel@fws.gov
Leisa Davis	Region 7 Primary Contact	Leisa_Davis@fws.gov
Debora McClain	Region 7 Secondary Contact	Debora_McClain@fws.gov
Toni Deery	Region 8 Primary Contact	Toni_Deery@fws.gov
Vacant	Region 8 Secondary Contact	
Kevin O'Brien	Region 9 Primary Contact	Kevin_Obrien@fws.gov
Jackie Tripken	Region 9 Secondary Contact	Jaclyn_Tripken@fws.gov

FWS FY 2010 T&A Worksheet Instructions (Hard Copy)

Section 7: Sample Completed Employee Time Reporting Worksheet

FY10 EMPLOYEE TIME REPORTING WORKSHEET																											
Organization or Department Name:		Division of House Resources										Pay Period: 0822															
Name:		Frog House										From: 10/11/09		Supervisor Signature: _____													
Employee Signature:												Through: 10/24/09		Timekeeper Signature (Optional): _____													
Work Schedule	WEEK 1							WEEK 2							WEEK TOTAL	WEEK TOTAL	PAY PERIOD TOTAL	ACCOUNT CODE	ABC ACTIVITY CODE								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT													
	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24													
010 Regular time		1.00	1.00		1.00	1.00		4.00		9.00	1.00		1.00		11.00	15.00	1663000095220	8C: Administer Pay and Benefits									
010 Regular time		1.00	1.00		1.00	1.00		4.00			1.00	1.00	1.00		3.00	7.00	1663000095220	9D: Administer Employee and Labor Relations									
010 Regular time		3.00	3.00		3.00	2.50		11.50			3.00	3.00	2.50		8.50	20.00	1663000095220	9G: Administer Recruitment, Staffing and Classification; and									
010 Regular time		1.00	3.00		3.00	3.00		10.00			3.00	3.00	3.00		9.00	19.00	1663000095220	9F: Administer Internal Civil Rights									
010 Regular time		1.00	1.00		1.00	1.00		4.00			1.00	1.00	1.00		3.00	7.00	1663000095220	9E: Administer External Civil Rights									
030 Sick leave used		2.00						2.00							0.00	2.00	1663000095220	9E: Administer External Civil Rights									
Total Hours	0.00	9.00	9.00	0.00	9.00	8.50	0.00	35.50	0.00	9.00	9.00	9.00	10.00	8.50	0.00	45.50	81.00	Hours exceed tour of duty (for full-time employees only)									
DATE	10/11	10/12	10/13	10/14	10/15	10/16	10/17	Time	10/18	10/19	10/20	10/21	10/22	10/23	10/24	Time	NOTES:										
Record		3:00						From		7:30	3:00					From											
Leave		5:00						To		5:00	5:00					To											
Record								From								From											
Comp Time Earned								To								To											
Record								From								From											
Credit Hours Earned								To								To											
Record								From								From											
Overtime								To								To											
INITIALS																											