

U.S. Fish & Wildlife Service

FY 2011

Instructions for 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



Table of Contents

Section 1: Activity Based Costing (ABC) System for FY 2011.....	3
Section 2: Introduction to the FY 2011 Employee Time Reporting Worksheet.....	6
Section 3: Saving and Opening the Employee Time Reporting Worksheet	7
Section 4: Completing the Employee Time Reporting Worksheet	11
Section 5: Important Information Regarding Selecting ABC Codes	17
Section 6: Assistance Determining ABC Activity Codes	18
Section 7: Sample Completed Employee Time Reporting Worksheet	19

Section 1: Activity Based Costing (ABC) System for FY 2011

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 2011. The same list of ABC codes that was used in FY 2010 remains valid for FY 2011. (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 2011 T&A Worksheet Instructions

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, works 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 2011 T&A Worksheet Instructions

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 diagrammed 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:** A list of links is shown, with "Cognos Video Tutorials" circled in red. An annotation states: "Video tutorials are a great way to refresh basic Cognos skills".
- Tip of the Month - June:** A section with a lightbulb icon and text about the Department's Strategic Plan. A red circle highlights the title, and an annotation states: "Each tip is designed to expand the Service's knowledge of Cost and Performance".
- E-mail Support Request:** A section with a colorful icon and text about submitting requests. A red circle highlights the link "Submit a request in minutes using the Online Help Request Form.", with an annotation: "Submit an online request form for any Cost and Performance question".
- Telephone Support:** A section with a telephone icon and text about critical questions. A red circle highlights the title, with an annotation: "Call the help desk for time sensitive questions and speak directly with a subject matter expert".

Section 2: Introduction to the FY 2011 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_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.

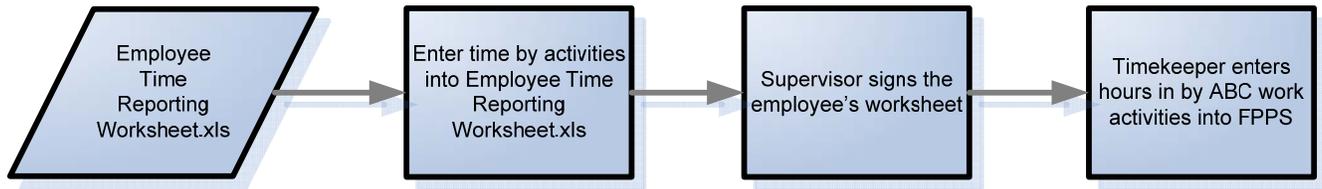


Exhibit 1: Process flow for the FY 2011 Employee Time Reporting Worksheet

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.

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

Electronic T&A*	Hard Copy T&A
 FY08 Employee Time Reporting Worksheet (537k)	 FY08 Employee Time Reporting Worksheet(hardcopy) (24k)
 FY08 Procedures for Completing Electronic Emp Time.pdf (372k)	 FY08 Procedures for Completing Employee Time (824k)
 FY08 EmployeeTime Reporting Worksheet_B&W_version.xls (77k)	 FY08 EmployeeTime Reporting Worksheet_B&W_version.pdf(16k)

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 Cost and Performance Management web portal

2. As illustrated in Exhibit 3, place your cursor over the document called “FY11 Employee Time Reporting Worksheet.” This will allow you to save the document to your desktop.
3. Right click on the document called “FY11 Employee Time Reporting Worksheet.”

FWS FY 2011 T&A Worksheet Instructions

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

FY 2008 Time & Attendance Worksheet

Electronic T&A*	Hard Copy T&A
 FY08 Employee Time Reporting Worksheet (537k)	 FY08 Employee Time Reporting Worksheet(hardcopy) (24k)
 FY08 Procedures for Completing Electronic Emp Time	 FY08 Procedures for Completing Employee Time (824k)
 FY08 Employee Time Reporting Worksheet_B&W_version.pdf (16k)	 FY08 Employee Time Reporting Worksheet_B&W_version.pdf (16k)

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:

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

follow these instructions:

Hard Copy T&A worksheet and right

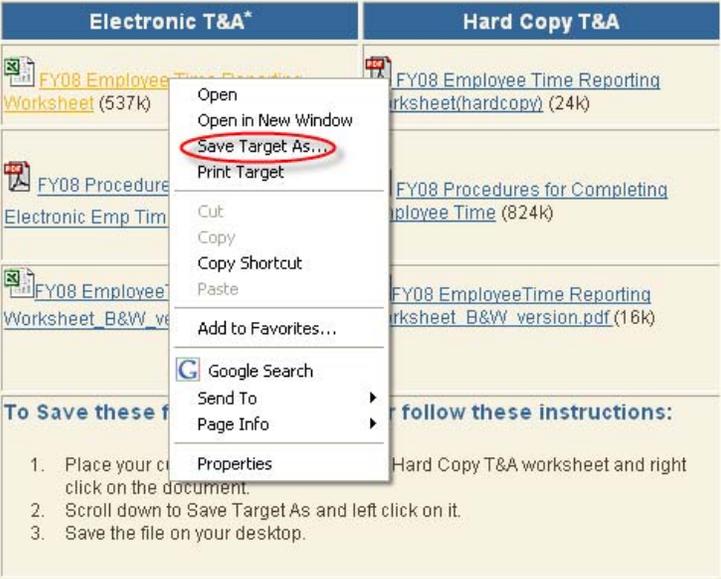


Exhibit 3: Saving the Employee Time Reporting Worksheet

FWS FY 2011 T&A Worksheet Instructions

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

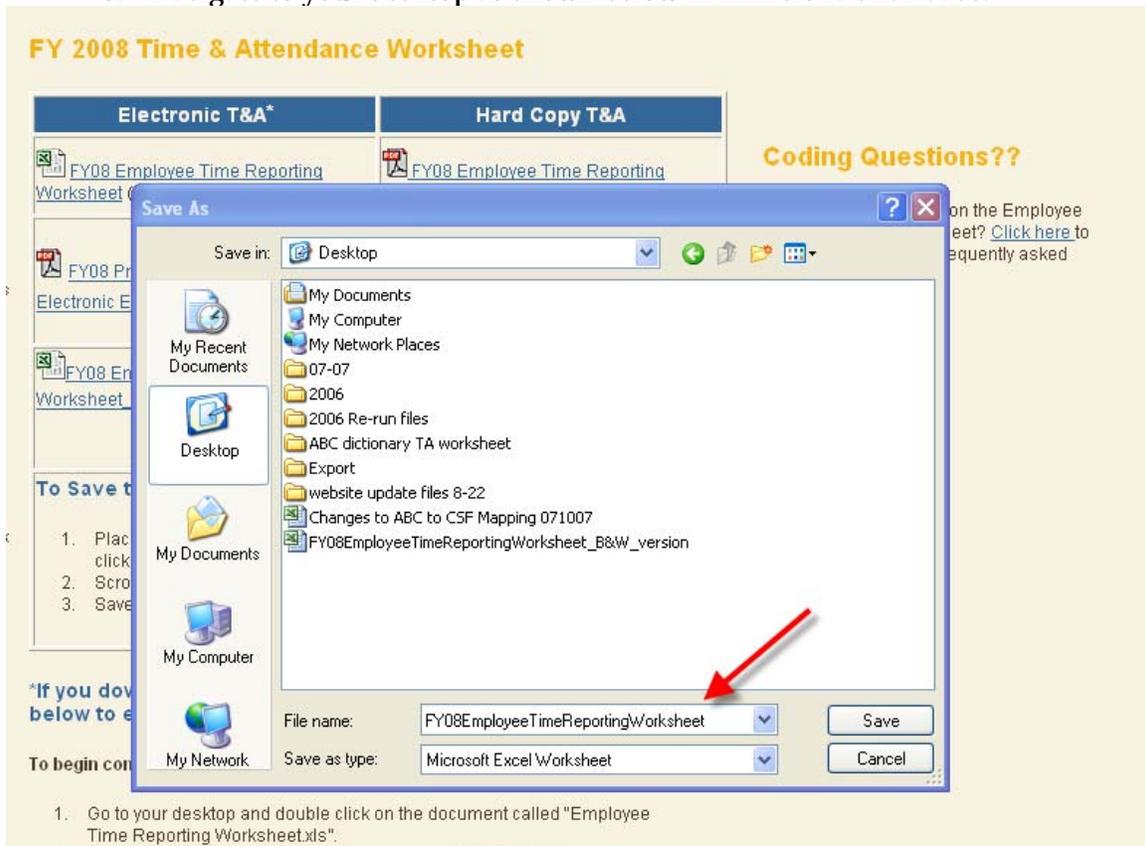


Exhibit 4: Saving the Employee Time Reporting Worksheet onto the Desktop

6. Go to your desktop and double-click on the document called "FY11EmployeeTimeReportingWorksheet.xls." This will open the file in Microsoft Excel. After Microsoft Excel has opened, you will see the following dialog box appear.

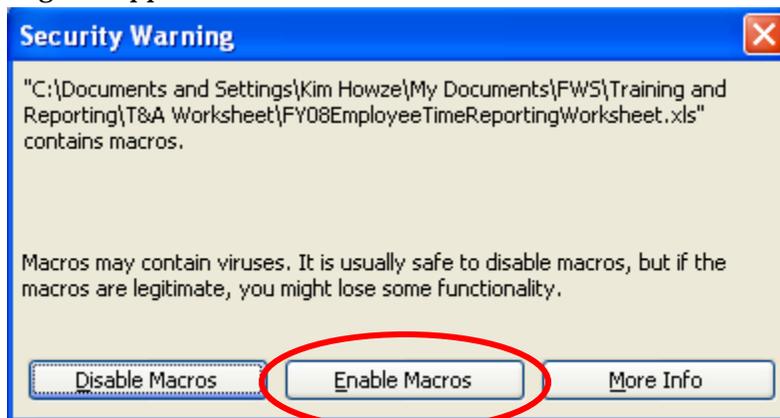


Exhibit 5: Selecting Enable Macros

FWS FY 2011 T&A Worksheet Instructions

7. 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 FY 2011 Coding Guidance.
Employee Time Reporting Worksheet	Employee Time Reporting Worksheet to be completed by FWS employees.
FY11 ABC Activity Codes	List of all FY 2011 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 2011 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 2011 Employee Time Reporting Worksheet** electronically. As a reminder, please delete/remove any previous versions of the time sheet.

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.

Organization or Department Name:	<input type="text"/>
Name:	<input type="text"/>
Employee Signature:	<input type="text"/>
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:	<input type="text" value="0722"/>	Pay Period:	<input type="text" value="0722"/>
From:	<input type="text" value="0723"/>	From:	<input type="text" value="9/30/07"/>
Through:	<input type="text" value="0725"/>	Through:	<input type="text" value="10/13/07"/>

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

FWS FY 2011 T&A Worksheet Instructions

4. 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 TOTAL	WEEK 2							WEEK TOTAL	PAY PERIOD TOTAL
	SUN 9/30	MON 10/1	TUE 10/2	WED 10/3	THU 10/4	FRI 10/5	SAT 10/6		SUN 10/7	MON 10/8	TUE 10/9	WED 10/10	THU 10/11	FRI 10/12	SAT 10/13		
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
								0.00								0.00	0.00
								0.00								0.00	0.00

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 9/30	MON 10/1	TUE 10/2
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

Exhibit 11: Entering the Actual Hours Worked Per Day

FWS FY 2011 T&A Worksheet Instructions

- 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 pay code 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.

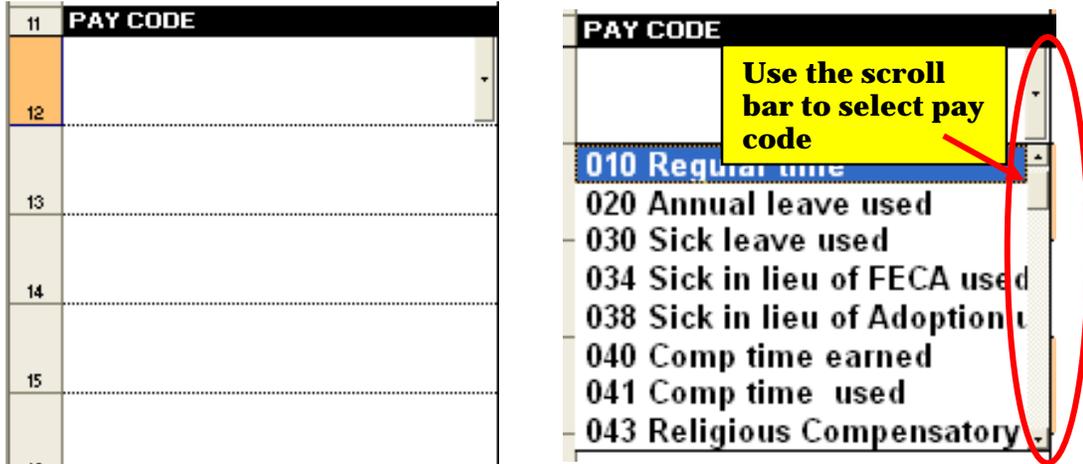


Exhibit 12: Selecting the Pay Code on the Employee Time Reporting Worksheet

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:

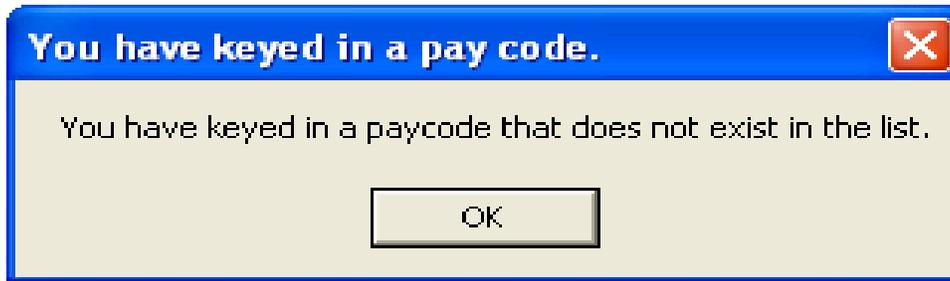


Exhibit 13: Message displayed if the employee inputs a Non-Standard Pay Code

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:

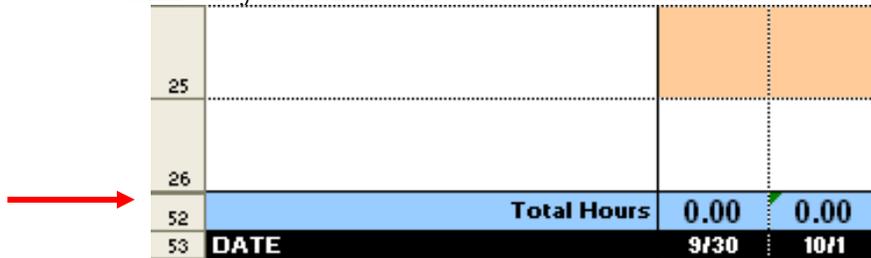


Exhibit 14: Locating and highlighting hidden lines on the Employee Time Reporting Worksheet

FWS FY 2011 T&A Worksheet Instructions

From the toolbar, click on Format, then Rows, then Unhide. The additional 25 lines will appear as shown below in Exhibit 15.

24						0.00					
25						0.00					
26						0.00					
27						0.00					
28						0.00					
29						0.00					
30						0.00					
31						0.00					

Exhibit 15: Opening hidden lines on the Employee Time Reporting Worksheet

6. Enter in the appropriate account code.

You may type the appropriate Account Codes. An Account Code is 13 digits, which consist of the subactivity code (4 digits), the organization code (5 digits) and the project code (4 digits). When you click in the Account Code entry box, you will notice the informational message shown in Exhibit 16.

PAY PERIOD TOTAL	ACCOUNT CODE
0.00	
0.00	
0.00	
0.00	
0.00	

Insert Account Code
 The account code is 13 digits: budget code (4), project code (4), and organization code (5).

Exhibit 16: Informational message received when inputting the Account Code

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. If the account number is not 13 digits, you will receive an error message as shown below.



Exhibit 17: Error message received if Account Code is not 13 digits

FWS FY 2011 T&A Worksheet Instructions

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 19) or continue to use the scroll bar to make your selection.

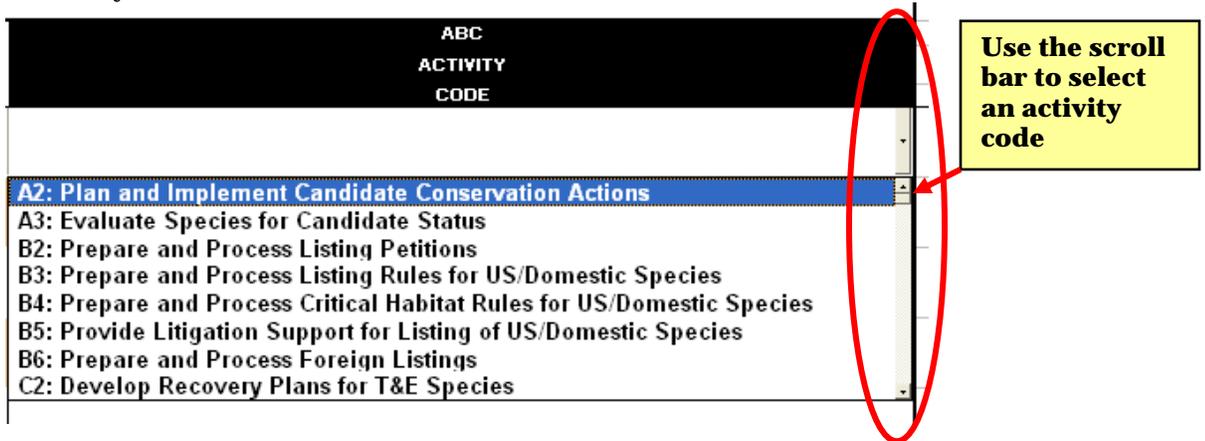


Exhibit 18: Using the drop-down menu and scroll bar to select an ABC Activity

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 2011 T&A Worksheet Instructions

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.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		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
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	
Kristin Shears	Region 9 Primary Contact	Kristin_Shears@fws.gov
Jackie Kilroy	Region 9 Secondary Contact	Jaclyn_Kilroy@fws.gov

FWS FY 2011 T&A Worksheet Instructions

Section 7: Sample Completed Employee Time Reporting Worksheet

FY10 EMPLOYEE TIME REPORTING WORKSHEET																			
Organization or Department Name: <u>Division of Human Resources</u>		Pay Period: <u>0822</u>																	
Name: <u>Percy Moore</u>		From: <u>10/11/09</u>		Supervisor Signature: _____															
Employee Signature: _____		Through: <u>10/24/09</u>		Timekeeper Signature (Optional): _____															
WEEK 1								WEEK 2								PAY PERIOD		ABC ACTIVITY	
SUN	MON	TUE	WED	THU	FRI	SAT	WEEK TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT	WEEK TOTAL	TOTAL	ACCOUNT CODE	ACTIVITY CODE	
Mark Schedule								0.00								0.00			
PAY CODE								PAY CODE											
010 Regular time		1.00	1.00		1.00	1.00	4.00		9.00		1.00		1.00		11.00	15.00	1663000095220	9C: Administbr 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: Administbr 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: Administbr 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: Administbr 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: Administbr External Civil Rights	
030 Sick leave used		2.00					2.00								0.00	2.00	1663000095220	9E: Administbr 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	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																			