

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM (ETAMS)

COMPLETING THE ETAMS BASE SCHEDULE

Including the Labor Feature

File Maintenance Reports Sign/Unsign Help

Last First Middle

50
 51
 01
 12
 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	8.0						
3 Tu	01	8.0						
4 We	01	8.0						
5 Th	01	8.0						
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	8.0						
10 Tu	01	8.0						
11 We	01	8.0						
12 Th	01	8.0						
13 Fr	01	8.0						
14 Sa	X							

Status:
 Block:
 Area/Team:
 Sep Ind:
 FullPt:
 AVWS:
 Meal Start:
 Meal Stop:
 Fed Payroll:
 Labor Emp:
 Craft Code:
 Multiplier:
 Add On:
 Ext Leave:
 Restricted:

Signed By: Signer, Charles 1
 Last Signed by: Signer, Charles 1 (2/24/06 8:34)
 Last Changed by: FEDdesk, User15 (2/21/06 8:26)
 FEDdesk, Facility Coordinator (5/12/05 11:45)

Publication Number: ETAMS-BSTM4G

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 This manual contains proprietary information for use by ETAMS
 personnel ONLY or by persons authorized to perform
 ETAMS tasks.

March 2009

Welcome to ETAMS! This booklet gives you instructions for completing ETAMS Base Schedules for all persons who's Timecard you are now keeping. A Base Schedule is the employee's regular Tour of Duty. Begin completing these tasks as soon as you receive these instructions.

Contact your Facility Coordinator immediately if you have questions.

Facility Coordinator / Backup	Telephone	E-Mail Address

LABOR: If your Facility has the Labor feature enabled, also read the Labor Notes in the text boxes throughout this manual.

Perform these steps to complete ETAMS Base Schedules. Steps 2 and 3 may already be done. You must successfully finish one step before you can move to the next step. For help, refer to this booklet, check out on-line 'Help' in ETAMS, or view the available FEDdesk Lessons.

Step	Instructions	Side Notes
1	Gather this information: <ul style="list-style-type: none"> • Your FEDdesk UserID & Password • Your completed 'ETAMS Area/Team Organizational Worksheet' with Area/Team numbers assigned. • Work schedules for all your employees. 	
2	Add a FEDdesk Bookmark: <ul style="list-style-type: none"> • Go to: http://feddesk.gsa.gov • Add a Bookmark for the 'FEDdesk System Home Page' 	
3	Set up your Workstation to access ETAMS: <ul style="list-style-type: none"> • Go to: http://feddesk.gsa.gov • Click on System Logon and log on to FEDdesk. • If the logon screen does NOT display, go to the FEDdesk System home page. Click on the Help tab and then click on CITRIX Information and Download Issues. 	
4	Log on to FEDdesk and ETAMS UserID will be given to you (No dashes or spaces) Password=Pass l word (lower case with a capital 'P')	<ul style="list-style-type: none"> • Your password may be different. Contact your Facility Coordinator.

Step	Instructions	Side Notes
5	<p>Complete a Base Schedule for every employee.</p> <ul style="list-style-type: none"> • See 'How to Add a Base Schedule' in this booklet. • See 'ETAMS Base Schedule Reminders' in this booklet • From ETAMS Main Menu, go to Base Schedules • Enter Base Schedules 	<ul style="list-style-type: none"> • Contact your local POC (Facility Coordinator) for help if needed. • Questions? - Check out the help file which is accessed from every FEDdesk page.
6	<p>LABOR: When appropriate, the Labor Feature is enabled for some employees or the entire Facility.</p> <ul style="list-style-type: none"> • See 'ETAMS Base Schedule Reminders' in this booklet • Go to on-line help and print 'How to Add a Labor Default Schedule' and 'How to Add Favorites'. Some Labor data may be pre-filled. Verify each entry. 	
7	<p>LABOR: If Labor data is to be entered for Contractors, complete a Base Schedule for each Contractor. The <i>Fed Payroll</i> field is set to 'N'. Enter a 'Rate of Pay' (if required) and complete Base Schedule and Labor data as instructed.</p>	<p><i>Note:</i> Contractor Labor records will be collected and processed. Timecards are collected but not processed and must remain with the Labor record.</p>
8	<p>Contact the Certifier to have the Base Schedules signed.</p>	<ul style="list-style-type: none"> • Base Schedules cannot be signed unless they have been validated by the payroll office in Kansas City. Contact the payroll office if the employee name is on the 'Employees Not Validated' report and it's almost the end of the Pay Period. See NOTE at bottom of page.

NOTE: Employees entered into ETAMS are either Government Employees or Contractors. The GSA Payroll Office must validate all Government Employees. After entering a new employee into the Base Schedule, the next time you log on to ETAMS you may get a Warning screen listing the employees that are not validated. Employee records that are not validated cannot be certified and therefore cannot be collected. SSN Validation takes place every night.

ACTION: After entering the new employee record, if the SSN does not validate by the 2nd Wednesday of the Pay Period, contact the GSA Payroll Office to resolve the problem.

Base Schedule Reminders

1. Every employee must have a Base Schedule.
2. Verify the **Name** fields. If not correct, a personnel action is needed to make the change.
3. **Status:** Active
4. **Block:** Must be filled with a Block number from the drop-down selection.
5. **Area / Team:** See your worksheet. Must be 2 digit numbers. Area: _____ / Team: _____
6. **Separated Indicator** (Sep Ind): No
7. **Full/Part Time/Intermittent:** Tour indicator as defined in PAR. This is a display only field IF the person is already in PAR. For any government employee not validated in PAR and for Contractors, this field is open for selection.
8. **AWS** = N if 8 hour days and 80 hour tour (Regular schedule or Flex schedule).
AWS = Y if more than or less than an 8 hour day (i.e. Compressed schedule, Part-Time or Maxi-flex).
9. **Meal Start/Meal Stop:** Leave Blank

Note: This field displays only when a Labor Facility has Contractors whose Labor data is to be entered into ETAMS.

10. **Fed Payroll:** Yes for All Federal employees paid through GSA Payroll.
No for all Contractors and any employee not paid through the GSA Payroll system.

Rate of Pay: Enter the appropriate rate for this Contractor. (See your Labor Administrator for correct entries.)

11. **Labor:** Some Labor data may be pre-filled. Verify each entry.

- Labor Emp: **Yes**

Note: If Labor is turned on for the Facility, you get a reminder message to create a Labor Default for the employee. Click 'OK'. The Labor Default is completed at a later time.

The following fields contain optional or default Labor settings. Add or change this data as needed. See your Labor Administrator for more information.

- | | |
|---------------------|---------------------|
| • Craft Code: _____ | • Ext Leave _____ |
| • Multiplier: _____ | • Restricted: _____ |
| • Add On: _____ | |

12. Enter a suitable generic work schedule for every employee. No employee schedule should be left blank. See samples in this manual.
13. Put an entry on all 14 days.
14. All RDOs (Regular Days Off) or non-working days **MUST** have a 00 code (displayed as XX).
15. Enter an 01 (Regular Scheduled Hours) code and the Hrs (hours and tenths of hours) for each work-day of the Pay Period.
16. **Reminder:** This is not a Timecard. Do not put any leave or overtime codes here.
17. Night Shift Differential or Sunday Premium should be entered, if appropriate.
18. All Base Schedules must be completed **no later than:** _____
19. All Base Schedules must be signed **no later than:** _____
20. Your first ETAMS Timecards will be ready for modification on: _____

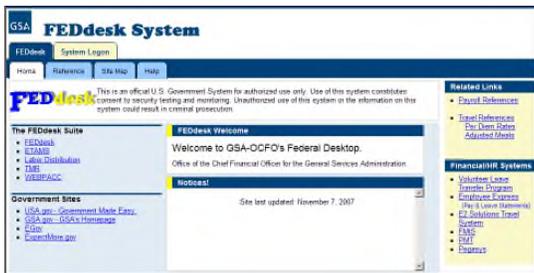
LOGGING ON AND OFF FEDDESK/ETAMS

The FEDdesk Application is accessed via the Internet. Use this procedure for logging on and logging off.

To Logon to FEDdesk/ETAMS:

The FEDdesk Application is accessed via the Internet. Use this procedure to log on.

1. Double click on your browser icon (Explorer, Navigator, etc.) to access the Internet.
2. Place your cursor at the beginning of the address field and enter the location of the FEDdesk System Home page: <http://feddesk.gsa.gov/>. Press the Enter key. Wait for connection.



3. From the FEDdesk System home page, single click the **System Logon** tab. (If you are a first-time user, a browser plugin will automatically download.)



4. From the OCFO Web Applications **‘Log in’** window, enter your User name /UserID and press the Tab key.
5. Enter your Password and press the Enter key or click ‘Log in’.



6. From the **Applications** window, click on the FEDdesk icon to open the application. A warning message alerts you about connecting to a government computer. Read and accept the warning by clicking **OK**.

FEDDESK MENU	
<u>Time and Attendance (ETAMS)</u>	<u>Change Password</u>
<u>Travel Reimbursement (TMR)</u>	<u>System Help</u>
<u>Miscellaneous Reimbursement (TMR)</u>	<u>System Administration</u>
<u>Manual Vouchers</u>	<u>Time and Attendance Archives</u>
<u>Payroll Accounting Codes WEBPACC</u>	<u>Exit FEDdesk</u>

7. From the FEDdesk Menu, single click on the appropriate item to initiate the application desired:
Items that are not available to the User are grayed out.

Note: If the FEDdesk application has been inactive for 15 minutes, you will automatically be disconnected.

To Log Off FEDdesk/ETAMS:

To log off the FEDdesk system, perform the following steps:

1. From any ETAMS screen, select the File Menu and then Exit. (TMR also provides an Exit icon.) Repeat this until the **FEDdesk Menu** displays.
2. From the **FEDdesk Menu**, click the **Exit FEDdesk**.
3. From the OCFO Web Applications window select another application or click **Log Off** and return to Windows.

Note: The recommended ‘exit’ procedure is not to use the ‘X’ in right corner of the screen, especially from the **FEDdesk Menu**.

Note: If the FEDdesk application has been inactive for 15 minutes, you will automatically be disconnected.

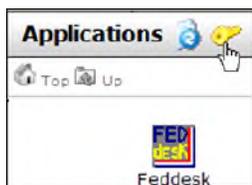
CHANGING YOUR PASSWORD

Use one of these two procedures to change your FEDdesk Password.

Change Password from the GSA OCFO Applications Gateway

Use this procedure to change your Password from the GSA Applications Gateway.

1. After log on to the GSA Applications Gateway, click on the key icon to display the 'Change Password' screen.



2. Enter your Old Password. Press the Tab key.
3. Enter your new Password and then enter the new Password again for confirmation and click **OK**. A confirmation message is returned when the Password change has been successfully completed.

Note: Password Criteria is found on the **FEDdesk System** web site (<http://feddesk.gsa.gov>). Click on the **Help** tab and then go to **Password Criteria**.

Note: After changing your Password wait 30 minutes for updates to take effect before logging on again.

Note: If you forget your Password, contact your Facility Coordinator. The Facility Coordinator will set your Password back to a default to allow entry into FEDdesk.

Note: You can also change your Password from the **FEDdesk Menu** by clicking on **Change Password**.

Change Password from FEDdesk

Use this procedure to change your FEDdesk Password from the **FEDdesk Menu**:

1. Click **Change Password** to display the 'Change Password' screen.
2. Enter your New Password.
3. Press the Tab key. Enter your new Password again and click **OK**. A confirmation message is returned when the Password change has been successfully completed.

Note: Password Criteria is found on the **FEDdesk System** web site (<http://feddesk.gsa.gov>). Click on the **Help** tab and then go to **Password Criteria**.

Note: After changing your Password wait 30 minutes for updates to take effect before logging on again.

Note: If you forget your Password, contact your Facility Coordinator. The Facility Coordinator will set your Password back to a default to allow entry into FEDdesk.

Note: You can also change your Password from the OCFO Applications Gateway by clicking on the key icon.

TIME CALCULATIONS

Throughout ETAMS (timecards and labor records), time is expressed as hours and tenths of an hour.

Day	Code	Hrs										
6/10/2007	1 Su	X										
6/11/2007	2 Mo	01	8.0	36	1.5							

The following Business Rules are used for all fields where time is entered:

- Time is expressed in the format: **hh.t** where **h = 0 – 24** and **t = 0 - 9**.
- Minutes are expressed as tenths of an hour (1 tenth hour = 6 minutes).
- Minutes are truncated to one decimal place (no rounding).
- Entries may need to be adjusted due to rounding. (eg. 15 min of leave = .2, but one hour of leave in 4, 15-minute increments = .2, .2, .3, .3 = 1 hour).

Use the following chart to record minutes as tenths of an hour.

MINUTES	TENTHS OF AN HOUR
0 - 5	0
6 - 11	1
12 - 17	2
18 - 23	3
24 - 29	4
30 - 35	5
36 - 41	6
42 - 47	7
48 - 53	8
54 - 59	9

Examples:	Timecard / Labor Entry	Actual Hours/Minutes
	.7 or 0.7	42 - 47 minutes
	3 or 3.0	3 hours
	.2 or 0.2	12 – 17 minutes
	5.5	5 hours and 30 - 35 minutes
	7.2	7 hours and 12 - 17 minutes
	9.7	9 hours and 42 - 47 minutes

SHOW START/STOP TIMES

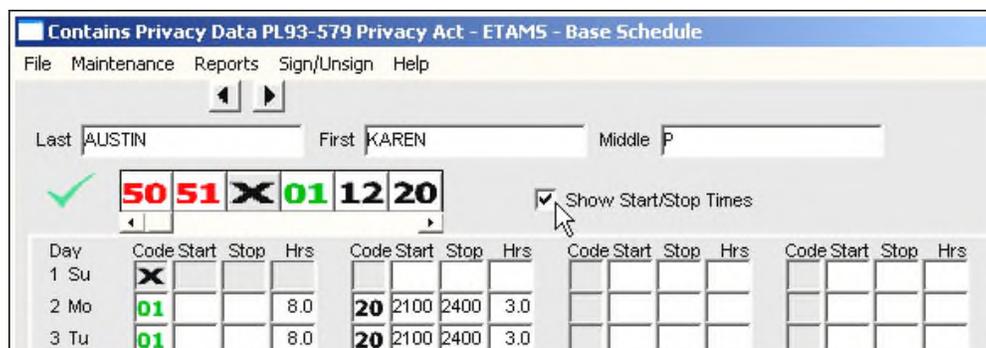
Note: START/STOP TIMES should be used only when directed by your Agency/Organization.

By default, the ETAMS Base Schedule (and Timecard, Amendment, History and Payroll Correction) displays only an **Hrs** (Hours) column for recording time. Time is recorded in hours and tenths of an hour both for Regular Scheduled Hours and Exception time.

Base Schedule hours can also be entered in 24 hour format using a Start time and a Stop time for Regular Scheduled Hours and Exception time.

From the ETAMS Base Schedule, click in the **Show Start/Stop** box to display the **Start** and **Stop** columns. Uncheck the **Show Start/Stop** box to hide the columns.

The display changes to show a **Start** column and a **Stop** column between each **Code** and **Hrs** column.



After adding an entry in a Code column enter a Start and a Stop time. Tab out of the **Stop** field to display the entered time in the **Hrs** column.

To disregard all **Start/Stop** times, uncheck the Show Start/Stop box and revert back to the default screen.

Rules to remember when using Start/Stop times:

- * Time must be entered in 24 hour format (hhmm) where hh = 00 – 24 and mm = 00 – 59.
- * Only actual hours worked is entered as Regular Scheduled Hours. Do not include lunch break.
- * For every Start time, there must be a Stop time.
- * Start/Stop times and Hrs (hh.t) can both be used on the same record.
- * Meal time hours cannot be included as part of Regular Scheduled Hours or exception hours.
- * After entering a valid Start and Stop time, tab out of the field. The Hrs column displays the equivalent time in Hours and tenths of an hour.
- * After entering and saving Start/Stop times, the default screen for the record shows Start/Stop times the next time the record displays.
- * If Start/Stop times have been entered, unchecking the **Show Start/Stop** box will display a message that asks if you want to hide the Start/Stop columns and revert back to the normal view. If you click OK to this message, all entered Start/Stop times are lost and cannot be retrieved. Click the Cancel key to keep the format of the screen as it currently displays.

Use the following chart to record the correct 24-hour format for Start/Stop Times. Standard Times are listed along with the corresponding 24-Hour time.

STANDARD TIME	24 HOUR TIME
12:01 AM	0001 HOURS
1:00 AM	0100 HOURS
2:00 AM	0200 HOURS
3:00 AM	0300 HOURS
4:00 AM	0400 HOURS
5:00 AM	0500 HOURS
6:00 AM	0600 HOURS
7:00 AM	0700 HOURS
8:00 AM	0800 HOURS
9:00 AM	0900 HOURS
10:00 AM	1000 HOURS
11:00 AM	1100 HOURS
12:00 NOON	1200 HOURS
1:00 PM	1300 HOURS
2:00 PM	1400 HOURS
3:00 PM	1500 HOURS
4:00 PM	1600 HOURS
5:00 PM	1700 HOURS
6:00 PM	1800 HOURS
7:00 PM	1900 HOURS
8:00 PM	2000 HOURS
9:00 PM	2100 HOURS
10:00 PM	2200 HOURS
11:00 PM	2300 HOURS
12:00 PM	Either 0000 HOURS (Start Time) Or 2400 HOURS (Stop Time)

Examples

Standard Time

24 Hour Time

5:15 AM	0515 HOURS
2:30 PM	1430 HOURS
10:45 PM	2245 HOURS

BASE SCHEDULE EXCEPTION CODES

To display valid Exception Codes for the Base Schedule, place your mouse pointer in any **Code** or **Hrs** column and click the right mouse button:

- 00 Regular Day Off (X)
- 01 Regular Scheduled Hours
- 12 Sunday Premium
- 20 Second Shift Night Diff
- 22 EDP Act. Expose / OT 4%
- 23 EDP Act. Expose / OT 6%
- 24 EDP Act. Expose / OT 25%
- 25 EDP Act. Expose / OT 50%
- 26 EDP Act. Expose / OT 8%
- 30 Third Shift Night Diff
- 34 Furlough Regular
- 35 Furlough Lack of Funds
- 50 Sick Leave
- 51 Regular Military
- 52 Law Enforcement Military
- 55 Furlough (Over 30 Days)
- 56 Lack of Funds (Over 30 Days)
- 59 Suspension
- 60 LWOP
- 61 AWOL
- 62 Actual Exposure - 4%
- 63 Actual Exposure - 6%
- 64 Actual Exposure - 25%
- 65 Actual Exposure - 50%
- 66 Hours In Pay Status - 4%
- 67 Hours In Pay Status - 8%
- 68 Hours In Pay Status - 25%
- 87 LWOP Workman' Comp Used
- 92 Telework – Long-Term

ETAMS SCREENS

FEDdesk Menu

FEDDESK MENU

<u>Time and Attendance (ETAMS)</u>	<u>Change Password</u>
<u>Travel Reimbursement (TMR)</u>	<u>System Help</u>
<u>Miscellaneous Reimbursement (TMR)</u>	<u>System Administration</u>
<u>Manual Vouchers</u>	<u>Time and Attendance Archives</u>
<u>Payroll Accounting Codes WEBPACC</u>	<u>Exit FEDdesk</u>

Unsigned Base Report Nag Screen

Each Base Schedule record that is not certified will display on this report until it is certified.

Warning! S | W | R | B | C | O

The following employee Base Schedules in your Area(s) are not signed.

GSA ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM 4/15/2003
 Version 4.2 Contains Privacy Data PL93-579 Privacy Act 10:08:58
 GS/R6/PM **Unsigned Base Report** Page 1 of 1

This report does not include Separated employees or Inactive employees. Signatures on Separated and inactive schedules are automatically removed. These schedules do not need to be certified.

Name	Area Team
HOLLINS, KAY I	15 01
MYERS, PHIL S	15 02
BANNISTER, BOB S	15 02

Print Close

Employees Not Validated Report Nag Screen

These employee records do not exist in the GSA Payroll Office. Contact the GSA Payroll office immediately. SSN Validation is run every night. Contractors are NOT included on this report.

Warning!

The following employee(s) do not exist in the Payroll System.

GSA ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM 1/2/2004
 Version 4.2 Contains Privacy Data PL93-579 Privacy Act 07:44:58
 GS/RW/LP **Employees Not Validated** Page 1 of 2

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Name	Area Team
Barenboim, Brittany	01 01
Carter, Joanne	01 01
Handel, George	01 01
Lopez, Juan	01 01
MITCHELL, MARGARET G	01 01
MOBLEY, EILEEN C	01 01
Shaham, David	01 01

FOR OFFICIAL USE ONLY

Print Close

NOTE: Other nag screens may display when a User logs on to ETAMS. Because the other nag screens are not related to the Base Schedule record, they are not shown here.

How to Add a Base Schedule

The information contained in an employee's Base Schedule record is the default information used to automatically create the Timecard each Pay Period. Perform the following steps to add a Base Schedule for a new employee. For more information about the ETAMS and the Base Schedule, go to the ETAMS help file.

1. From the ETAMS Main Menu, click on **Base Schedules**.
2. Display the desired Base Schedule record:
 - If the employee name is displayed on the list,
 - a) Double click on the employee name.
 - b) A message displays to tell you the SSN is not in the Base and asks you if you want to add the SSN. Click **Yes**. Continue with Step 3.
 - (OR)
 - If the employee name is not displayed on the list,
 - a) Click in the SSN field, enter the SSN and click **OK**.
 - b) A message displays to tell you the SSN is not in the Base and asks if you want to add the SSN.
 - c) Click **Yes** and continue with Step 3. (If the message says that the SSN is not in one of your valid Area/Teams, contact the Facility Coordinator. The employee is in the database, but you cannot access the record. The FC will be able to move the employee record or give you access to the Area/Team as needed.)
3. The SSN Validation Screen displays. Answer the prompts to establish either a Government employee or a Contractor.

4. Click in the **Name** fields and enter the Last, First and Middle initial of the employee name. Move from field to field using the Tab key. Use either initial caps or all caps. Complete the remaining fields on the right of the screen (most have a drop-down selection available). These fields are: **Status, Block, Area/Team, Separated Indicator, Full/PT** (display only when the employee is validated in PAR), **AWS (Alternate Work Schedule), FED Payroll** (may not display on some systems), **Rate of Pay** (may not display on some systems), **Labor Emp, Craft Code, Multiplier, Add On, Ext Leave, Restricted**. In the "Code" field on the far left of the screen, enter the Regular Tour of Duty for the employee. Valid entries are 00 (X) – Regular Day Off or 01 – Regular Scheduled Hours. The Regular Scheduled Hours code (01) must be followed by the amount of time in the work day. An 8-hour day would have 8.0 Hrs. A 9-hour day would have 9.0 Hrs. A 10-hour day would have 10.0 Hrs. The Hrs column is always entered as Hours and tenths of hours. There must be an entry on every day of the 14 day Tour – either a 00 code or 01.

An employee who works 8 hours a day, every day of the 80-hour tour will have 4 days off (00 codes on each of the 4 days) and 10 Regular Scheduled Hours days (code 01) with 8-hours (8.0) every working day.

Note: If the schedule is defined as Intermittent, the Tour of Duty column will show all days as RDO (Regular Day Off) and this schedule cannot be changed on the Base.

Note: If the employee is validated, the Tour of Duty cannot be more hours than the assigned tour as defined in PAR. The Full/Part/Intermittent field is updated on the Base Schedule every night with the tour as defined in PAR. If there is a mismatch on the Timecard or Amendment with the PAR setting, a message displays whenever the record is accessed.

- No other entries are needed on the Base Schedule unless the employee is entitled to special pay etc. on a regular basis requiring those Work Codes be entered - i.e. Sunday Premium, Night Differential, Hazard. If so, enter the appropriate Exception Code number in the “Code” field, followed by the amount of time the employee is entitled to the extra pay. The code and time must be put on each day the employee is entitled to the extra pay. Anytime an Exception Code is used on the Timecard, the code and employee time must be entered on each day that the code is to be used.

Note: All employee Base Schedules must show 80 hours for a full-time employee or the appropriate number of hours for a part-time employee. Validation checks are made to this record so that the Base Schedule hours must match the Regular Tour of Duty hours for the employee as shown in PARS.

Note: If this is a Labor employee, perform the steps described in the help file: How to Establish an ETAMS Employee as a Labor Employee. When all the information on the Base Schedule is correct, contact the Certifier to “Sign” the Base Schedule. (After the Base Schedule record has been “Signed”, if any schedule information is changed, the Base Schedule signature is automatically removed. After the change is made to the record, the Base Schedule must then be “Signed” again by the Certifier.)

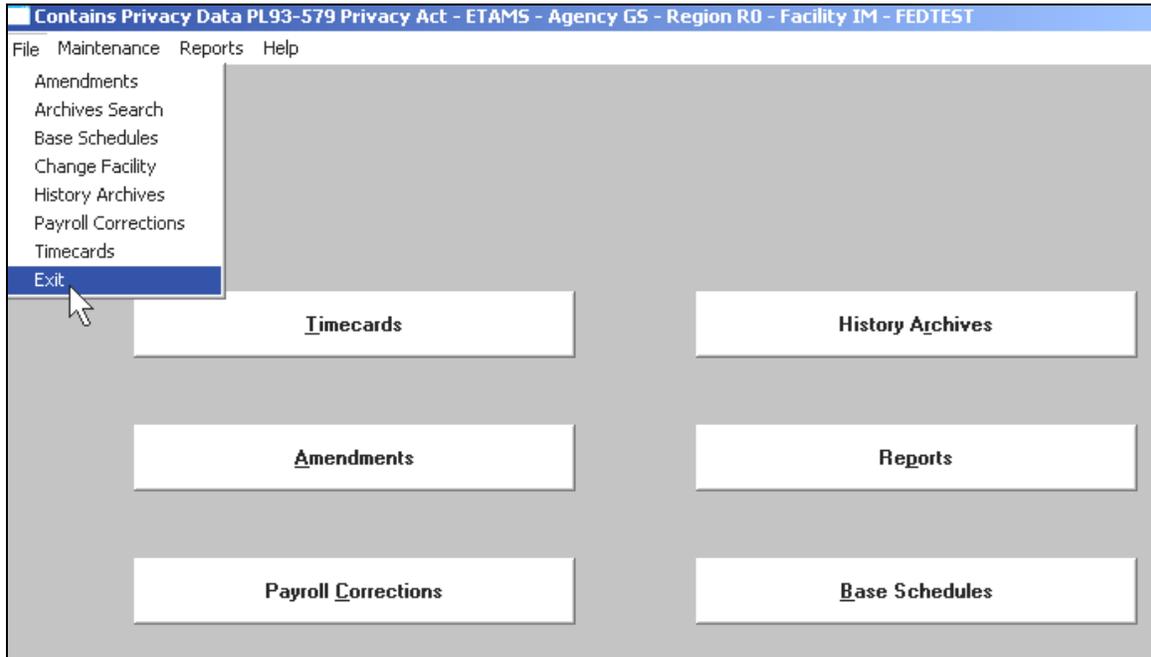
Base Schedule for Contractors

- Contractor schedules are not validated in ETAMS. Because of this, the ‘Full/Part/Intermittent’ field is open for selection and can be changed at any time.
- The ‘Block’ field is not used and is grayed out.
- ‘Fed Payroll’ field is set to ‘No’.
- ‘Pay Code’ field is an optional field that is available for input.
- The ‘Hourly Rate’ field is an optional field that is available for input.
- The Labor Default Schedule for a Contractor is set up the same as a Labor Default Schedule for a government employee.

Status	Active
Block	
Area/Team	15 / 01
Sep Ind	No
Full/Pt	Full Time
AWS	No
Meal Start	
Meal Stop	
Fed Payroll	No
Pay Code	123
Hourly Rate	123.45
Labor Emp	Direct
Craft Code	
Multiplier	1.23
Add On	
Ext Leave	No
Restricted	No

ETAMS SCREENS

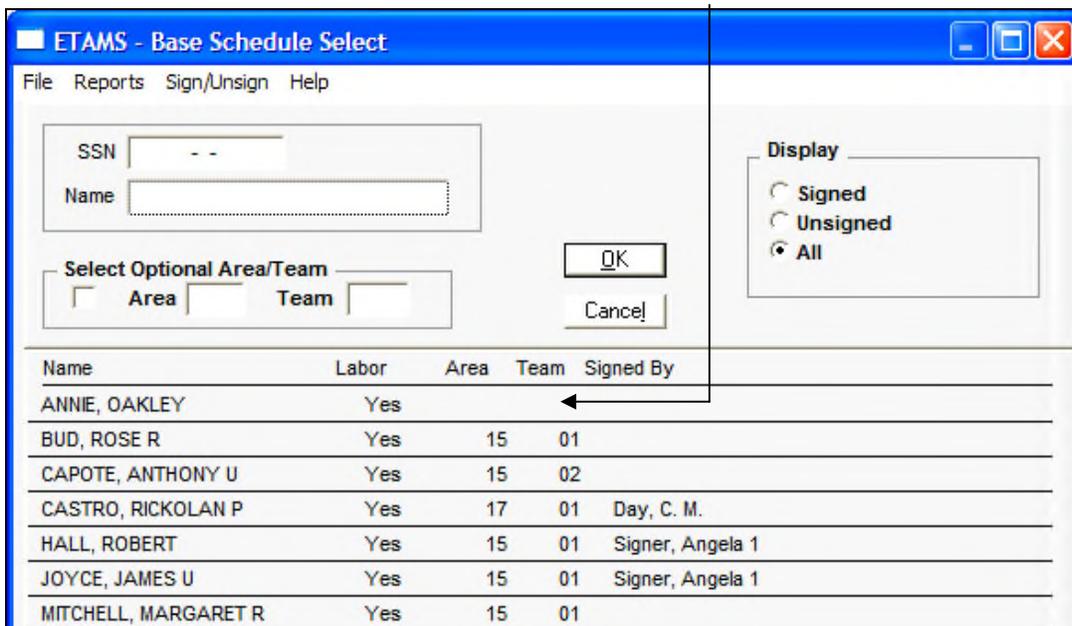
ETAMS Main Menu



Base Schedule – Base Schedule Select

All employees in the Facility database will display here until they are claimed (i.e. assigned to an Area and Team). After the Base Schedule is completed, only the Timekeeper(s) responsible for the employee Timecard will be able to access the record.

Unclaimed (unassigned) Employee



BASE SCHEDULE – REGULAR, FLEX, MAXI-FLEX SCHEDULE & SIGNED

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last First Middle

50
 51
 X
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 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	00							
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3 Tu	01	8.0						
4 We	01	8.0						
5 Th	01	8.0						
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	8.0						
10 Tu	01	8.0						
11 We	01	8.0						
12 Th	01	8.0						
13 Fr	01	8.0						
14 Sa	X							

LABOR: All examples shown here have Labor enabled for the

Labor fields

Status: Active
 Block: OMO15
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Full Time
 AWS: No
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: Direct
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Administrator, System
 Last Signed by: Administrator, System (1/16/08 8:58)
 Last Changed by: Signer, Bob 1 (2/24/06 8:52)
 FEDdesk, User15 (2/22/06 11:53)

BASE SCHEDULE - COMPRESSED SCHEDULE (5/4/9)

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last First Middle

50
 51
 X
 01
 12
 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	8.0						
3 Tu	01	9.0						
4 We	01	9.0						
5 Th	01	9.0						
6 Fr	01	9.0						
7 Sa	X							
8 Su	X							
9 Mo	X							
10 Tu	01	9.0						
11 We	01	9.0						
12 Th	01	9.0						
13 Fr	01	9.0						
14 Sa	X							

Status: Active
 Block: OMO15
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Full Time
 AWS: Yes
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: Direct
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Bob 1
 Last Signed by: Signer, Bob 1 (2/24/06 8:53)
 Last Changed by: FEDdesk, User15 (2/22/06 11:53)
 FEDdesk, User15 (5/18/05 9:36)

BASE SCHEDULE - COMPRESSED SCHEDULE (5/4/9)

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last HALL First ROBERT Middle T

50
 51
 X
 01
 12
 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	9.0						
3 Tu	01	9.0						
4 We	01	9.0						
5 Th	01	9.0						
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	9.0						
10 Tu	01	9.0						
11 We	01	9.0						
12 Th	01	9.0						
13 Fr	X							
14 Sa	X							

Status: Active
 Block: OM015
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Full Time
 AWS: Yes
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: Direct
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Bob 1
 Last Signed by: Signer, Bob 1 (2/24/06 8:53)
 Last Changed by: FEDdesk, User15 (2/22/06 11:53)
 FEDdesk, User15 (5/18/05 9:36)

BASE SCHEDULE - COMPRESSED SCHEDULE (4-10 HR DAYS)

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last HEINTZ First TERRY Middle T

50
 51
 X
 01
 12
 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	10.0						
3 Tu	01	10.0						
4 We	01	10.0						
5 Th	01	10.0						
6 Fr	X							
7 Sa	X							
8 Su	X							
9 Mo	01	10.0						
10 Tu	01	10.0						
11 We	01	10.0						
12 Th	01	10.0						
13 Fr	X							
14 Sa	X							

Status: Active
 Block: OM015
 Area/Team: 15 / 03
 Sep Ind: No
 Full/Pt: Full Time
 AWS: Yes
 Meal Start:
 Meal Stop:
 Fed Payroll: Yes
 Labor Emp: Indirect
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Charles 1
 Last Signed by: Signer, Charles 1 (2/23/06 15:23)
 Last Changed by: FEDdesk, User15 (2/22/06 11:56)
 FEDdesk, User15 (2/15/06 13:52)

BASE SCHEDULE - PART-TIME EMPLOYEE

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last MITCHELL First MARGARET Middle T

50 51 01 12 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	8.0						
3 Tu	X							
4 We	01	8.0						
5 Th	X							
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	8.0						
10 Tu	X							
11 We	01	8.0						
12 Th	X							
13 Fr	01	8.0						
14 Sa	X							

Status: Active
 Block: OM015
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Part Time
 AWS: Yes
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: Direct
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Angela 1
 Last Signed by: Signer, Angela 1 (2/24/06 9:05)
 Last Changed by: Signer, Bob 1 (2/24/06 8:53)
 FEDdesk, User15 (2/22/06 11:54)

BASE SCHEDULE - INTERMITTENT EMPLOYEE

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last Ganne First Terri Middle S

50 51 01 12 20
 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	X							
3 Tu	X							
4 We	X							
5 Th	X							
6 Fr	X							
7 Sa	X							
8 Su	X							
9 Mo	X							
10 Tu	X							
11 We	X							
12 Th	X							
13 Fr	X							
14 Sa	X							

Status: Active
 Block: 61001
 Area/Team: 01 / 01
 Sep Ind: No
 Full/Pt: Intermittent
 AWS: Yes
 Meal Start:
 Meal Stop:
 Fed Payroll: Yes
 Labor Emp: Yes
 Craft Code: 01
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Charles 1
 Last Signed by: Signer, Charles 1 (3/2/09 14:26)
 Last Changed by: Administrator, System (3/2/09 14:25)

LABOR FACILITY – Government Employee

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last: CAPOTE First: ANTHONY Middle: T

50 51 X 01 12 20 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	8.0						
3 Tu	01	8.0						
4 We	01	8.0						
5 Th	01	8.0						
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	8.0						
10 Tu	01	8.0						
11 We	01	8.0						
12 Th	01	8.0						
13 Fr	01	8.0						
14 Sa	X							

Labor fields

Status: Active
 Block: OM015
 Area/Team: 15 / 02
 Sep Ind: No
 Full/Pt: Full Time
 AWS: No
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: G & A
 Craft Code:
 Multiplier: 1.00
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Bob 1
 Last Signed by: Signer, Bob 1 (2/24/06 7:41)
 Last Changed by: FEDdesk, User15 (2/22/06 11:54)
 FEDdesk, User15 (1/29/03 16:15)

LABOR FACILITY – Contractors

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Base Schedule

File Maintenance Reports Sign/Unsign Help

Last: YOUNG First: SARA Middle: C

50 51 X 01 12 20 Show Start/Stop Times

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1 Su	X							
2 Mo	01	8.0						
3 Tu	01	8.0						
4 We	01	8.0						
5 Th	01	8.0						
6 Fr	01	8.0						
7 Sa	X							
8 Su	X							
9 Mo	01	8.0						
10 Tu	01	8.0						
11 We	01	8.0						
12 Th	01	8.0						
13 Fr	01	8.0						
14 Sa	X							

Labor fields

Status: Active
 Block:
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Full Time
 AWS: No
 Meal Start:
 Meal Stop:
 Fed Payroll: No
 Pay Code: 000
 Hourly Rate: 1.75
 Labor Emp: Direct
 Craft Code:
 Multiplier: 1.23
 Add On:
 Ext Leave: No
 Restricted: No

Signed By: Signer, Charles 1
 Last Signed by: Signer, Angela 1 (2/24/06 8:43)
 Last Changed by: FEDdesk, User15 (2/21/06 8:26)
 FEDdesk, User15 (5/27/05 10:28)

Labor Default Schedule

When the Labor feature is turned on for the Facility, a Labor Default Schedule needs to be set up for each employee whose work projects are to be reported. After the ETAMS Base Schedule is set up, a Labor Default Schedule should then be created. The Labor Default schedule is an accounting of the employee’s work assignments and the percentage of time spent on each assignment. Just like the Base Schedule is a default record of Regular Scheduled Hours, the Labor Default is the default record for reporting types of work performed during the Pay Period.

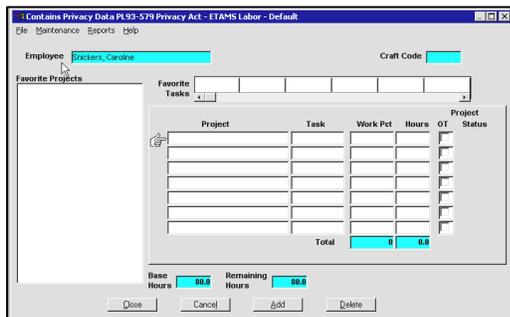
After a Labor Default is defined, the information is then used each Pay Period to create the Labor Summary record. The Labor Summary record is then modified as needed for the Pay Period.

Perform the following steps to setup an employee’s Labor Default:

1. First, complete the Base Schedule and Close the record.
2. From the ETAMS Main Menu, go back into *Base Schedules* and bring up the employee’s record.
3. From the Menu bar, select *Maintenance, Default*.

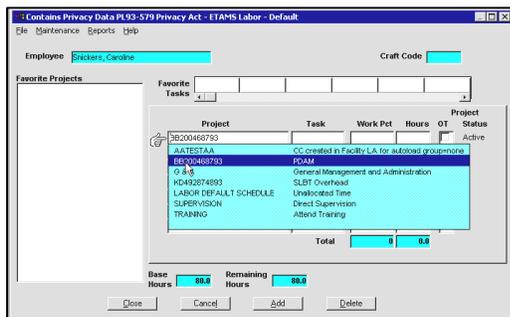


The Labor Default Screen displays.



‘Favorite’ lists may or may not display on the left side of the screen and across the top of the screen. To set up or change these lists, see, ‘Creating a Favorites List’.

4. Click in the **Project** and **Task** column in the middle of screen. A drop-down list displays all Facility codes. Scroll down the list and highlight the correct Project/Task for the employee. One or many Projects/Tasks can be defined for each person.



Work Pct - Enter the percentage of Base time for the Pay Period that is to be allocated to this Labor Code.

Note: If you enter the Work Percentage, then the # of Hours [next field] is calculated for you OR vice-versa, if you enter the Hours, then the Work Percentage is calculated for you.

Hours - Enter the number of regular hours to be allocated to this Labor Code.

OT – Check this box if all Overtime hours are to be allocated to this Labor Code. If Overtime Hours is not applicable for this Labor Code, leave the OT box blank.

Changing a Labor Default Schedule

Perform the following steps to make changes to an existing Labor Default Schedule: Changes are needed when a default Project/Task becomes Inactive. Only Active Project/Tasks can be used on Labor records. Changes will be effective for the next Pay Period that is to be initialized and not the current Pay Period.

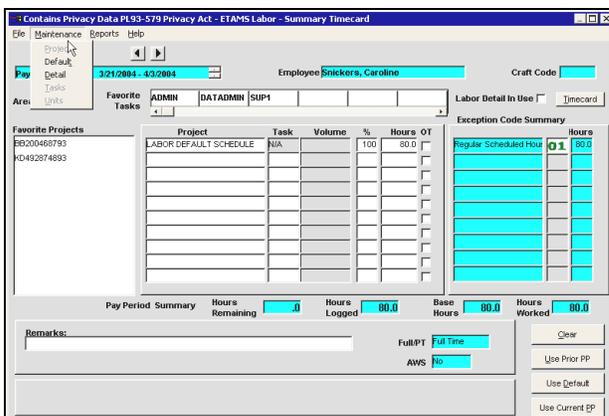
A Labor Default Schedule can be changed either from *Base Schedules* or from *Timecards*. From either option, bring up the Labor Default.

1. From *Base Schedules*, bring up the employee's record.

Or

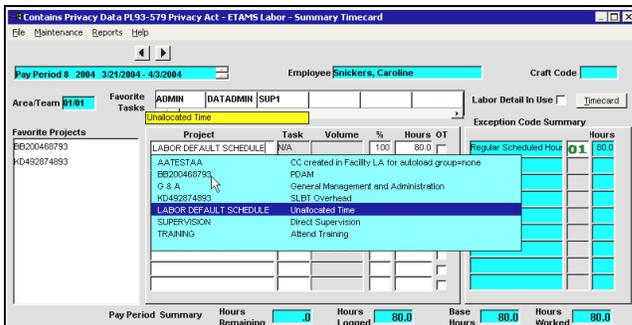
From *Timecards*, bring up the employee's Labor Summary.

2. Click on the **Maintenance** menu, and then select **Default**. The Labor Default Screen displays.



3. Place the hand pointer next to the appropriate line within the middle "Summary" section of the screen. If you are deleting an existing Summary line, with the line selected, simply press the **Delete** button at the bottom of the screen to remove the entry.

If you are adding a new entry, press the **Add** button to have the hand pointer jump to a new blank line - perform the next step.



4. Click in the *Project* and *Task* column in the middle of screen. A drop-down list displays all Facility codes. Scroll down the list and highlight the correct Project/Task. One or many Projects/Tasks can be defined for each person.

5. Complete the remaining entry fields:

Work Pct - Enter the percentage of Base time that is to be allocated to this Labor Code entry.

Note: If you enter the Work Percentage, then the # of Hours[next field] is calculated for you OR vice-versa, if you enter the Hours, then the Work Percentage is calculated for you.

Hours - Enter the number of Base hours that is to be allocated to the Labor Code.

OT – Labor Codes can have Overtime Hours applied to them.

If Overtime Hours is not applicable for this Labor Code, leave the OT box blank.

(OR)

If the entry is to have Overtime Hours applied (which will be at the same percentage as defined for Base), click within the OT box to insert a checkmark.

Note: When complete, each Labor Default should display (at the bottom-right of the screen) the following information:

Base Hours = (the total number of Hours shown)

Remaining Hours = 0

Total Percent = 100%

It is suggested that Labor allocation be at least 10% for any entry.

6. After visually verifying that all entered data is correct, click on the **Close** button, and **Save** this Labor Default as entered.

Creating a Favorites List

Each labor employee typically spends his/her workweek on one or several Projects. Hours, or a percentage of the workweek, are then logged to each Project worked. Your agency may have hundreds of Project codes, but one employee may allocate all of his/her time to only 1 or 2 Project codes. This is what a Favorite list is for. A Favorite list is a short pick list of codes used by an employee to complete his work report for the Pay Period. The Labor screens display two Favorite windows and the window names may be different for your agency. One or both Favorite lists may be available for employees in your agency. Set-up of the Favorite List is the same no matter what kind of list it is. Setting up the Favorite List is optional, but this short list is handy when completing a work report for the Pay Period.

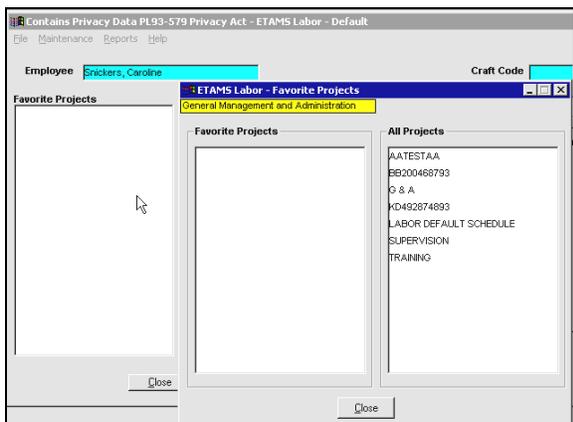
To Create a Favorites List

1. From *Base Schedules*, bring up the employee's record.
Or
From *Timecards*, bring up the employee's Labor Summary.
2. Click on the **Maintenance** menu, and then select **Default**. The Labor Default Screen displays.



Note: A Favorite List can be created or modified from any Labor screen that displays the Favorite List window. In this example, the Labor Summary screen is used.

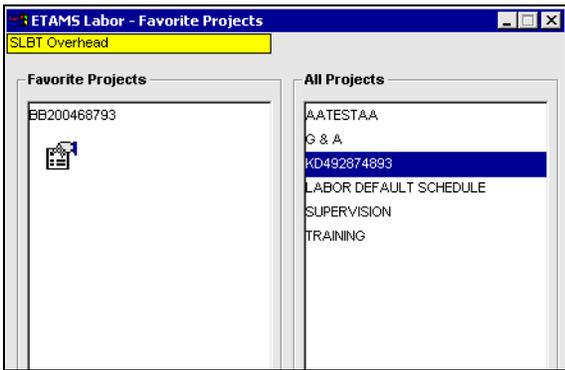
3. Place your mouse pointer inside the Favorite window (white window on the left or across the top of the screen, and click the right mouse button. The *Favorite* window displays.



Initially, the *Favorite* list window for each person starts out with All codes that are defined for Facility use shown on the right side of the screen. Each Favorite list on the left, is then customized for the person and can be modified at any time.

4. Move the mouse down the right side of the window. Pointing to the name of a code opens a pop-up window with the name of the code. Find and highlight the code to add to the Favorite List.

- Click the left mouse button and drag the code in the right column to the code in the left column. Release the mouse button. Continue dragging codes from the right to the Favorite column on the left side of the window until the Favorite List is complete.



Note: To delete a Favorite code on the left side of the window, just drag the code back over to the right side of the table.

- Click the *Close* button to close the Favorite window. Your choices now display in the Favorite window of whatever Labor screen you are on.
- If a second Favorite List is used for another set of work reporting codes, use this same procedure to create another Favorite List.