

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

ETAMS
ELECTRONIC SIGNATURE TRAINING

Including the Labor Feature

Publication Number: ETAMS-ESTM4G

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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

ETAMS Electronic Signature

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ETAMS CERTIFIER SCHEDULE

June 2006

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
<p><i>ETAMS Lockout 3:30AM – 5:30AM CST Timecards & Labor Records Are Created Today for the New Pay Period</i></p> <p><i>(See Note 9)</i></p> <p><i>Hawaii Exception (See Note 2b)</i></p> <p>Amendments are collected daily</p>	<p><i>ETAMS Lockout 1:30PM – 4:00PM CST Timecards & Labor Records Are Collected Today for Last Pay Period</i></p> <p><i>(See Note 9)</i></p> <p>BEFORE 1:00PM CST</p> <p>Timecards <i>(See Notes 1, 2a, 3, 4, 5, 6 & 11)</i></p> <p>Review Labor records</p> <p>Review & Sign Timecards</p> <p>Base Schedules <i>(See Note 3)</i></p> <p>Sign Base Schedules</p> <p>Review & Sign Amendments <i>(See Notes 3, 4, 5 & 7)</i></p>			<p><i>12:30AM – 3:00AM CST Processed Timecards and Amendments are moved to History</i></p> <p><i>ETAMS Lockout 3:30AM – 5:30AM CST Payroll Corrections & Leave Balance Data are Returned Today (See Note 9)</i></p> <p>ANYTIME</p> <p>Review & Certify Supervisor T&A Certification Report <i>(See Note 12)</i></p> <p>Payroll Corrections <i>(See Note 8)</i></p> <p>Review Payroll Corrections</p>		
WEEK 2 SUNDAY	MONDAY	TUESDAY	OFFICIAL PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Amendments are collected daily</p>	<p>Review & Sign Amendments <i>(See Notes 3, 4, 5 & 7)</i></p>				<p>Sign Base Schedules <i>(See Note 10)</i></p>	

NOTES FOR THE ETAMS CERTIFIER SCHEDULE

June 2006

- **All Times shown here are Central Standard Time (CST).**
- **For detailed instructions on any of these procedures, refer to the 'How to' section in on-line Help.**
- **Some Facilities do not have the Labor feature enabled and therefore do not have Labor records.**

1. The deadline for signing Timecards is 1:00PM CST on Monday (Week 1). For exceptions, see *Note 2*.
2. Exceptions to completion and collection of Timecards and Labor records:
 - a) Holiday - When there is a Holiday on Monday (Week 1), the deadline for completion of Timecards is 1:00PM CST on Tuesday. The rest of this schedule is the same.
 - b) Hawaii - Hawaii Facilities must have Timecards and Labor records ready for collection by COB on Sunday, Week 1.
3. **Only signed records are collected.** If a Timecard is not signed before the ETAMS lockout, the signed Base Schedule and Labor Default is collected in lieu of the Timecard. The unsigned Timecard and Labor record then become an Amendment. If neither the Base Schedule nor Timecard is signed, the person has no Timecard or Labor record picked up for the Pay Period. When an Amendment is not Signed at collection, it stays in the Amendment file and is not collected until it is signed.
4. Labor records are not signed, but they are linked to the Timecard for the same Pay Period and cannot be picked-up without a signed Timecard/Amendment.
5. Signed Timecards and Amendments that are modified, become unsigned. These records must then be re-certified.
6. Timecards can be Reviewed and Signed anytime BEFORE the deadline.
7. Amendments can be entered daily and are collected daily after normal business hours. Amendments for last Pay Period, however, cannot be entered until Thursday after the Timecard has been collected. Amendments for last Pay Period will not be collected until the first Friday of the new Pay Period. This means that an Amendment adjustment for last Pay Period will not show up on the upcoming Pay and Leave Statement.
8. Payroll Corrections are changes made by the Payroll Office to Timecards or Amendments that are rejected during processing. **The Timekeeper and the Certifier** should review the changes. If any Payroll Correction is in error, an Amendment should be submitted.
9. During this process, access to ETAMS is blocked. Lockout times are approximate.
10. Base Schedules should be signed at all times because they act as default Timecards. Schedules become unsigned when updated by PAR.
11. When an employee name appears on the 'Employees Not Validated' Report, their records cannot be signed and therefore cannot be collected.
12. Supervisor T&A Certification Report: All records from the previous Pay Period must be Certified before a more current Pay Period record can be certified. Select 'Reports' from Main Menu. After Review, click the 'Certify' button to 'Certify All', or check or uncheck each appropriate record. After your selection is made click the 'Certify' button.

IMPORTANT REMINDERS

1. To access FEDdesk, always start from the **FEDdesk System** home page (<http://feddesk.gsa.gov>). This page alerts you to problems that arise, new program enhancements, and necessary changes that have been made.
2. New Base Schedules and Labor records and changes to Base Schedules and Labor records must be made **NO LATER THAN COB** on the 2nd Friday of the Pay Period in order to have the changes in effect for next Pay Period.
3. SSNs that are not validated cannot be certified and therefore cannot be collected.
4. Base Schedules should be signed at all times.
5. There are 4 reasons why a Base Schedule signature is automatically removed:
 - a. Pay Status change
 - b. Tour of Duty change (Full-Time to Part-Time & visa versa)
 - c. Name Change by a Personnel action
 - d. Name Discrepancy: When the employee's first or last name in ETAMS does not match exactly the first or last name in the Payroll System, the ETAMS Base Schedule is automatically unsigned.

Unsigned Base Schedules should be reviewed by the Timekeeper and then re-certified.

6. Timecards should be signed no later than 1:00 PM (CST), the first Monday after the end of the Pay Period.
7. Unsigned Timecards (that have a signed Base Schedule) are sent to the Amendment option at pick-up time and replaced with the signed Base Schedule.
8. If both the Timecard and Base Schedule are unsigned, no record for the person is picked-up for the Pay Period and the unsigned Timecard is **NOT** moved to Amendments.
9. Amendments can be entered daily and are collected daily after normal business hours if they are signed. Amendments for last Pay Period, however, cannot be entered until Thursday after the Timecard has been collected. Amendments for last Pay Period will not be collected until the first Friday of the new Pay Period. This means that an Amendment adjustment for last Pay Period will not show up on the upcoming Pay and Leave Statement.
10. Payroll Corrections should be reviewed by both the Timekeeper and the Certifier.
11. Passwords must be changed every 90 days. You are notified at log on when this is needed. Check the on-line help for 'Changing Your Password'.
12. Supervisor T&A Certification Report: All records from the previous Pay Period must be Certified before a more current Pay Period record can be certified. The Certifier of the Base Schedule or Timecard (if different) can certify the T&A Report.

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 **Time and Attendance (ETAMS)**.
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 Logoff ETAMS/FEDdesk:

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

1. From any ETAMS screen, select the File Menu and then Exit. 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.

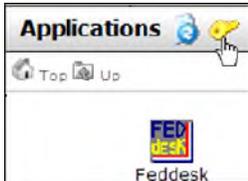
CHANGING YOUR PASSWORD

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.

A screenshot of a 'Change Password' dialog box. It has a title bar with the text 'Change Password' and a globe icon. The dialog contains three text input fields: 'Old password:', 'New password:', and 'Confirm password:'. Each field is filled with a series of dots representing masked characters. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

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.

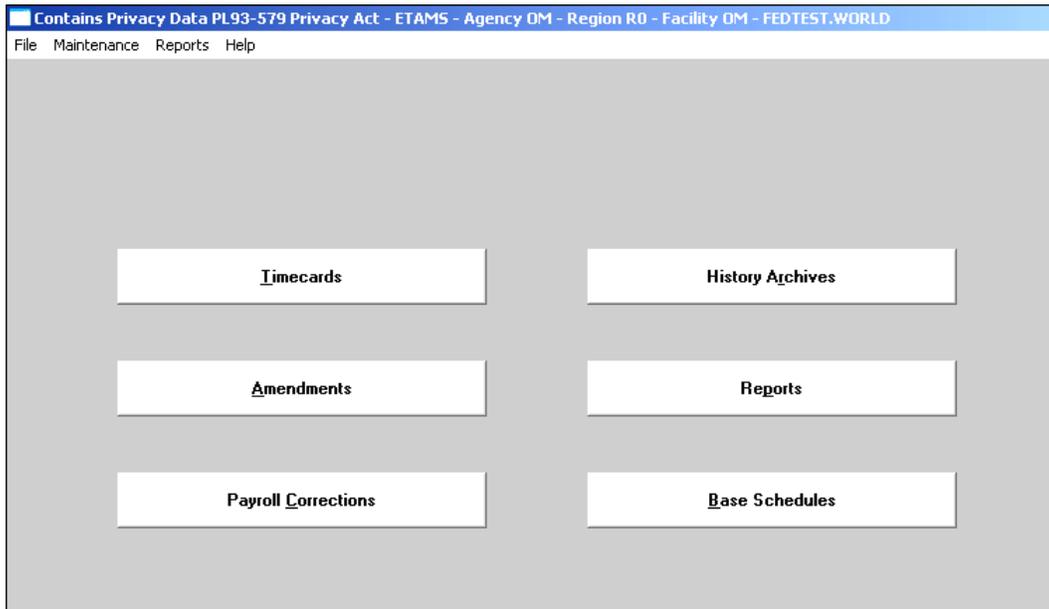
Note: You can also change your Password from the OCFO Applications Gateway by clicking on the key icon.

FEDDESK / 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>

ETAMS Main Menu



LOGON SYSTEM MESSAGES

Unsigned Base Report

This report displays at logon if there are unsigned Base Schedules in any Area/Teams to which you have access.

Action to be taken: Click on the Base Schedule option and sign any unsigned Base Schedule records. The signed Base Schedule is the replacement timecard if the timecard is not signed at collection.

Contains Privacy Data PL93-579 Privacy Act - Unsigned Base Schedules

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

GSA ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM 7/30/2003
Version 4.2 Contains Privacy Data PL93-579 Privacy Act 14:47:30
GS/R6/PM **Unsigned Base Report** Page 1 of 1

FOR OFFICIAL USE ONLY

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

FOR OFFICIAL USE ONLY

Print Close

Payroll Corrections to Review Report

This report displays at logon if there are timecards or amendments that were corrected by Payroll after collection.

Action to be taken: Review all Payroll Corrections for which you are responsible. If OK, no action is needed. If the correction is not accurate, an amendment must be entered to correct the Payroll Correction.

Contains Privacy Data PL93-579 Privacy Act - Payroll Corrections

Warning!
The following employee Payroll Corrections in your Area(s) have not been reviewed.
Please review Payroll Corrections and then perform the 'Review Complete' option on the Select screen.

GSA ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM 7/30/2003
Version 4.2 Contains Privacy Data PL93-579 Privacy Act 14:49:49
GS/R6/PM **Payroll Corrections To Review Report** Page 1 of 1

FOR OFFICIAL USE ONLY

Year	PP	Name	Area	Team
2002	22	BANNISTER, BOB S	15	02
2002	22	MYERS, PHIL S	15	02

FOR OFFICIAL USE ONLY

Print Close

Employees Not Validated

This report displays at logon if there are employee SSNs in the Base Schedule that are not found in the Payroll System. In addition, the last know timekeeper is also sent an email re the unvalidated SSN. **When an SSN is not validated, neither the Base Schedule nor the timecard can be certified and therefore cannot be collected.**

The Payroll Office will help you resolve the problem with each employee record.

Contains Privacy Data PL93-579 Privacy Act - Employees Not Validated

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

FOR OFFICIAL USE ONLY

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

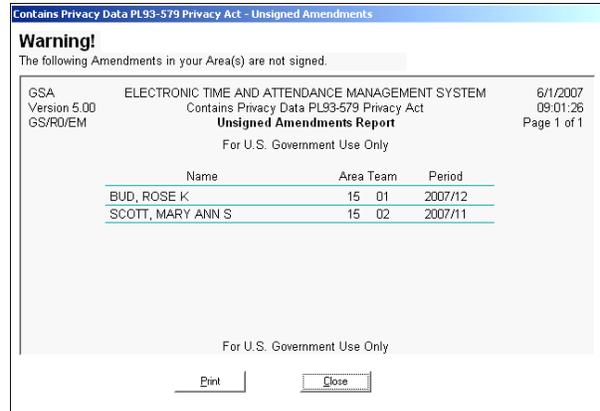
FOR OFFICIAL USE ONLY

Print Close

Unsigned Amendments Report

This report displays at logon if there are Amendments that are currently not certified. Amendments are collected daily, but only signed Amendments can be collected.

Action to be taken: Review the Amendment. Delete the record or sign the record so it can be collected.



Note: These messages display for all ETAMS users. It is the responsibility of the **timekeeper** to take action so that the name is removed from the list

Uncertified Supervisor's Report

Each pay period an Uncertified Supervisor's Report is sent from PAR for Supervisor certification. After payroll processing, results are returned to each Facility on the 1st Thursday of the new pay period. At logon both the Certifier of the Associate's Base Schedule and the Certifier of the Associate's Timecard or Amendment (if different) get a nag screen that displays a list of uncertified records. Either Certifier can approve an Associate's record. After certification of all records, the nag screen does not display at logon. All records from a prior pay period must be certified before a more recent report can be certified. Past reports are stored and can be viewed and printed or exported and saved to a file.

ID No.	Name	NPC	PLS	Code	Hours	Shift	2nd Shift	3rd Shift	AJO	OT	Hol	Prem	Sun	Comp	Travel	Credit	Enviro	Days	Retro End
0003	BUD, ROSE	N	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	999.9	05/27/06
0002	MITCHELL	N	80.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
0010	MORLEYE	E	80.0	11.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0

Note: This message displays only for the Certifier. It is the Supervisor's responsibility to review and certify the report each Pay Period.

BASE SCHEDULE SCREENS

Base Schedule – Base Schedule Select

Name	Labor	Area	Team	Signed By
ANNIE, OAKLEY	Yes			
BUD, ROSE R	Yes	15	01	
CAPOTE, ANTHONY U	Yes	15	02	
CASTRO, RICKOLAN P	Yes	17	01	Day, C. M.
HALL, ROBERT	Yes	15	01	Signer, Angela 1

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

LABOR: The seven fields in the lower right corner of the Base Schedule screen are Labor indicators.

Base Schedule – Employee Detail

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: Active
 Block: OM015
 Area/Team: 15 / 01
 Sep Ind: No
 FullPt: 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

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

REVIEWING AND SIGNING BASE SCHEDULES

An ETAMS Base Schedule defines a person's Regular Tour of Duty for a two-week period. The tour defines how many hours each day the person works and what days are off days. Every person for whom a Timecard is to be submitted must have a completed Base Schedule. After the Base Schedule is completed, it must be certified. When Timecards are generated for the Pay Period, the Base Schedules (without signatures) are copied to the Timecard. All Timecards must be signed whether or not any exceptions have been added before it will be picked up for processing. The same thing happens on a Base Schedule. When a person's Regular Tour changes, the Base Schedule must be modified and then certified again.

Use this procedure to review and sign all Base Schedules for which you are responsible.

1. After log on, the *Unsigned Base Report*, the *Payroll Corrections to Review Report*, the *Employees Not Validated Report*, the *Unsigned Amendments Report* and the *Uncertified Supervisors Report* display, if appropriate. Click 'Close'.
2. From the ETAMS Main Menu:
Click on the 'Base Schedules' option.
Note: By default, the *Base Schedule Select* list displays only unsigned records. To display a complete list of records, regardless of signature, go to the *Display* box and click 'All'. In addition, you may also sort the list by Area/Team using the 'Select Optional Area/Team' box.
The instructions given here are written using the default settings.
3. If you have access to more than one Area/Team, perform this step to sort the list by Area/Team. If you have access to only one Area/Team, go to the next step.
To Review one Area/Team at a time:
 - A. Click in the 'Select Optional Area/Team' box, if applicable, to clear the box.
 - B. Click on a name in the Area/Team to be reviewed.
 - C. Click in the 'Select Optional Area/Team' box to display the selected list.
4. Display the first record:
Click on the first name and click 'OK'.
5. **Either:** Review the record, but don't Sign. Use the right arrow (>) next to the Last Name to scroll through and review all the records. Go to step 6.
Or: Accept and Sign the Base Schedule by clicking on 'Sign/Unsign' and answer the prompt to sign with a 'Yes'. Click the next (>) button to continue the Review and Sign process. Go to step 6.
Or: Leave the Base Schedule unsigned. Contact the Timekeeper for needed changes.
6. At the last record, Click 'No' to the question to start over. The 'Base Schedule Select' screen displays.
7. To Sign Base Schedules from the 'Base Schedule Select' screen:
 - A. Click 'Sign/Unsign' from the Menu bar and then click the 'Sign Multiple' option.
 - B. Enter the Area number and press the Tab key.
 - C. Enter the Team number and click 'OK'. When all records in the selected Area/Team are Signed, the 'Base Schedule Select' list is blank.
8. To Review/Sign another Area/Team, repeat Steps 3-8.
9. To verify that all records are signed, from the 'Base Schedule Select' screen, go to the 'Display' box on the right and click 'All'. The Certifier name displays in the 'Signed By' column.
10. When all Base Schedules have been Signed, click 'Cancel' to return to the ETAMS Main Menu.
11. Contact the Timekeeper immediately if any Base Schedules were left unsigned and need modification.
Note: The ETAMS Facility Coordinator can give temporary access to records for signature.

TIMECARD SCREENS

LABOR: To Review ‘Labor Only’ records, from the View box, click ‘Labor Only’ **before** selecting an employee name. To Review ‘Timecards Only’, from the View box, click ‘Timecards Only’ **before** selecting an employee name.

Timecards – Timecard Select

ETAMS - Timecard Select

File Reports Sign/Unsign Help

SSN: -- Year: 2003
 Name: _____ Period: 3

Select Optional Area/Team
 Area: _____ Team: _____

Display:
 Signed
 Unsigned
 All

View:
 Timecards Only
 Labor Only
 Both

List:
 Base Schedule
 Timecards
 Restricted Labor

Year	PP	Name	Labor	Area	Team	Signed By	Collected
2003	3	BUD, ROSE R	Yes	15	01		
2003	3	CAPOTE, ANTHONY U	Yes	15	02		
2003	3	CASTRO, RICKOLAN P	Yes	17	01	Day, C. M.	
2003	3	HALL, ROBERT	Yes	15	01		

Timecards – Employee Detail

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Primary Timecard

File Reports Unsign Help

Name: **HOLLINS, KAY P**

Period: 2009 3 Area: 15 Team: 01

Summary: 10 40 42 50 51

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1/4/2009	1 Su	X								
1/5/2009	2 Mo	X								
1/6/2009	3 Tu	01	9.0	57	9.0	50	9.0			
1/7/2009	4 We	01	9.0							
1/8/2009	5 Th	01	9.0							
1/9/2009	6 Fr	01	8.0							
1/10/2009	7 Sa	X								
1/11/2009	8 Su	X								
1/12/2009	9 Mo	01	9.0							
1/13/2009	10 Tu	01	9.0							
1/14/2009	11 We	01	9.0							
1/15/2009	12 Th	01	9.0							
1/16/2009	13 Fr	01	9.0							
1/17/2009	14 Sa	X								

Remarks: _____

Signed by: Signer, Angela 1 Last Signed by: Signer, Angela 1 (2/24/06 8:45)
 Last Changed by: FEDdesk, User15 (5/27/05 11:29)

YR/PP: 2008/12
 Annual: 12
 Sick: 24
 Comp: 7
 Trav Comp: 0
 LVVCP: 0
 Credit: 6.5
 FLSA: E
 FPS: GM
 Block: 81015
 Rest Lv: _____
 Use/Lose: _____

Sep Ind: No

Meal Start/Stop: 0000 0000

FullPT: Full Time
 AWS: Yes

LABOR TIMECARD SCREENS

LABOR: Certifiers can also review Labor records for their employees. When the Timecard is signed, the signature also displays on the Labor record. When the Timecard is changed, signature is removed. In addition, when Timecard entries are made on the Labor Detail, and when a Restricted Labor record is changed, signature is also removed.

Note: Some field names on Labor screens may vary by Agency.

Labor Summary

Pay Period: 2 2009 1/4/2009 - 1/17/2009
Employee: DANDRIDGE, SIMONE S
Craft Code: [Blank]
Area/Team: 15/03
Favorite Functions: [Blank]
Labor Detail In Use: Timecard

Activity	Function	Volume	%	Hours	OT
Z-BC-010-01	LABOR DEF ALLT SCHEDULE	N/A	100	72.0	
Z-BC-010-02					
Z-BC-010-03					
Z-DC-010-04					
Z-BC-010-05					

Exception Code	Hours
Regular Scheduled Hours	01 72.0
Credit Hours Used	37 1.7
Annual Leave	40 0.3
Comp Time Used	41 6.0

Pay Period Summary: Hours Remaining: 0, Hours Logged: 72.0, Base Hours: 80.0, Hours Worked: 72.0

Remarks: Signed by: Signer, Angela 1
Full/PT: Full Time
AWS: No

Leave Balances as of Pay Period 2008/12:
 FLSA: 2, FPS: 3M, Annual: 14, Sick: 07, Comp: 6
 Trav Comp: 0, LWOP: 0, Credit: 1.7, Rest Lv: [Blank], Use/Lose: [Blank]

Labor Detail

Pay Period: 2 2009 1/4/2009 - 1/17/2009
Employee: COLE, AL K
Craft Code: [Blank]
Area/Team: 15/02
Sep Ind: Yes

Favorite Functions: [Blank]
Exception Codes: 10 40 42 50 51 X
Favorite Case Numbers: AK0758A0, AL0768A0, CA0574E0, CO0460F0, FL1079B0, GA0861A0

Day	Case Number	Function	Volume	Start	Stop	Hours	OT	Code	Logged Hours	Base Hours
Sun 4	Regular Day Off							X		0
Mon 5	Annual Leave	N/A				8.0		40	8.0	8.0
Tue 6	Annual Leave	N/A				8.0		40	8.0	8.0
Wed 7	Annual Leave	N/A				8.0		40	8.0	8.0
Thu 8	LABOR DEFAULT SCHED	N/A				8.0		01	8.0	8.0
Fri 9	LABOR DEFAULT SCHED	N/A				8.0		01	8.0	8.0
Sat 10	Regular Day Off							X		0
Sun 11	Regular Day Off							X		0
Mon 12	Regular Day Off							X		8.0

Meal: Start: 0000, Stop: 0000
Full/PT: Full Time
AWS: Yes

Remarks: Separating from the Agency as of COB on 1/5/09

Leave Balances as of Pay Period 2008/12:
 FLSA: 2, FPS: 0S, Annual: 21, Sick: 24, Comp: 3.7
 Trav Comp: 4, LWOP: 0, Credit: 2, Rest Lv: [Blank], Use/Lose: [Blank]

RESTRICTED LABOR SCREENS

LABOR: Restricted Labor Employees may enter their own Labor data, but they may not enter Timecard data. If the Timecard hours entered by the Timekeeper and Labor hours entered by the employee are Out of Balance, the Certifier can **force the Labor hours to balance with the Timecard hours** at signing so that the records can be collected. Here is the message the Certifier receives about the Out of Balance condition.

Note: Some field names on Labor screens may vary by Agency.

Restricted Labor Employee – Out of Balance Timecard and Labor Record Message

The screenshot shows the 'Contains Privacy Data PL93-579 Privacy Act - ETAMS - Primary Timecard' window. The employee name is BANNISTER, BOB K. The period is 2009/2, area 15, and team 02. A message box is displayed with the following text:

Timecard hours do not balance with labor hours for:
 Period: 2009/2
 Employee: BANNISTER, BOB K
 Would you like to Force to Balance and Sign?
 If 'Yes', an Amendment is created only when Labor hours are more than Timecard hours OR the Labor record is different from the Labor Default.
 If 'No', Timecard is not signed and should be balanced manually.

The interface includes a calendar grid for 1/4/2009 to 1/17/2009, a summary table, and a 'Remarks' field. The 'Show Start/Stop' and 'Show Supplemental' checkboxes are visible.

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
1/4/2009	1 Su	X										
1/5/2009	2 Mo	01		8.0								
1/6/2009	3 Tu	01		8.0								
1/7/2009	4 We	01		8.0								
1/8/2009	5 Th	01		8.0								
1/9/2009	6 Fr	01		8.0								
1/10/2009	7 Sa	X										
1/11/2009	8 Su	X										
1/12/2009	9 Mo	01		8.0	43	2.5						
1/13/2009	10 Tu	01		8.0								
1/14/2009	11 We	01		8.0								
1/15/2009	12 Th	01		8.0								
1/16/2009	13 Fr	01		8.0								
1/17/2009	14 Sa	X										

Restricted Labor– Out of Balance Records List

The screenshot shows the 'ETAMS - Timecard Select' dialog box. The search criteria are: Year 2003, Period 3, Display Unsigned, View All, and List Restricted Labor. The table below shows the results:

Year	PP	Name	Labor	Area/Team	Signed By	Timecard Hours	Labor Hours Collected
2003	3	BANNISTER, BOB S	Yes	15/02		61.5	80
2003	3	MYERS, PHIL S	Yes	15/02		78	80

REVIEWING AND SIGNING TIMECARDS

Timecards must be signed before they can be picked up by Payroll. Timecards must be signed and ready for pick-up NO LATER THAN the time shown on the Certifier Schedule.

Unsigned Timecards are replaced with the person's signed Base Schedule. If the Timecard is not picked up, none of the exceptions entered for the Pay Period will be processed. Unsigned Timecards move to Amendments where they can be signed and picked-up at a later date. When an unsigned Timecard has a corresponding unsigned Base Schedule, no record for the person will be picked-up for the Pay Period. Therefore, it is *important to have ALL records signed by the deadline.*

Use this procedure to review and sign Timecards:

1. After log on, the *Unsigned Base Report*, the *Payroll Corrections to Review Report*, the *Employees Not Validated Report*, the *Unsigned Amendments Report* and the *Uncertified Supervisors Report* display, if appropriate. Click 'Close'. Go to Base Schedules, sign the Schedules and return to the Main Menu to continue with the next step.
2. From the ETAMS Main Menu:
Click 'Timecards'.

Note: By default, the *Timecard Select* screen displays only unsigned records. To display a complete list of records, regardless of signature, go to the *Display* box and click *All*. In addition, you may also sort the list by Area/Team using the '*Select Optional Area/Team*' box.

The following instructions are written using the default settings.

3. If you have access to more than one Area/Team, perform this step to sort the list by Area/Team. If you have access to only one Area/Team, go to the next step.
To Review one Area/Team at a time:
 - A. Click in the '*Select Optional Area/Team*' box, if applicable, to cancel the previous sort. This box should be blank.
 - B. Click on a name in the Area/Team to be reviewed.
 - C. Click in the '*Select Optional Area/Team*' box to display the selected list.

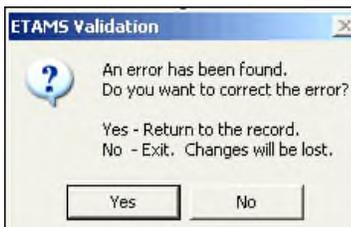
LABOR: Go to the *View* box and click *Timecards Only*. This setting lets you scroll through just employee Timecards. When *Labor Only* is checked, you can scroll through just Labor records. When *Both* is checked, the Labor record displays for each Labor employee and the Timecard displays for any employee who does not have Labor enabled in the Base Schedule.

4. Display the first record:
Click on the first name and click 'OK'.
5. Review the Timecard. If there is a scroll bar, use the ↓ down arrow to scroll to the second week.
Note: To view all possible Exception Codes, place your mouse pointer in any *Code* or *Hrs* column and click the right mouse button. A pop up box displays all valid codes.

LABOR: When the 'Restricted' feature is used, Labor hours can be 'Out of Balance' with Timecard hours. During the certification process, you will get a message telling you about the 'Out of Balance' condition. You can either force the Labor hours into balance with the Timecard hours and sign, or leave the record unsigned and contact the Timekeeper. The Timekeeper must then get with the employee to reconcile the Labor record and the Timecard so that the Timecard can be completed.

6. **Either:** Review the record, but don't Sign. Use the right arrow (>) next to the Last Name to scroll through and review all the records. (See Important Note below) Go to step 7.
Or: Accept and Sign the Timecard by clicking 'Sign/Unsign' on the Menu bar and answer the prompt to sign with a 'Yes'. Click the next (>) button to continue the Review and Sign process. Go to step 7.
Or: Leave the Timecard unsigned. Contact the Timekeeper for needed changes.
7. At the last record, click 'No' to the question to start over from the beginning. The 'Timecard Select' screen displays.
8. To Sign Timecards after Review (if already signed, go to step 9), from the 'Timecard Select' screen:
 - A. Click 'Sign/Unsign' from the Menu bar and then click 'Sign Multiple'.
 - B. Enter the Area number and press the Tab key.
 - C. Enter the Team number and click 'OK'. When all records in the selected Area/Team are Signed, the 'Timecard Select' list is blank.
9. To Review/Sign another Area/Team, repeat Steps 3-9.
10. To verify that all records are Signed, from the 'Timecard Select' screen, go to the 'Display' box on the right and click 'All'. The Certifier name displays in the 'Signed By' column.
11. When all Timecards have been Signed, click 'Cancel' to return to the ETAMS Main Menu.
12. Contact the Timekeeper immediately if any Timecards were left unsigned and need modification.

Important Note: If the record to be reviewed or signed uses the Holiday Code AND a non-pay status code before and after the holiday, a warning message displays each and every time you close the record **even if no change has been made**. After acknowledging the message, the ETAMS Validation message displays.



- If **changes have been made** to the record, you must say 'Yes' to return to the record for the changes to be saved. After responding 'Yes' to return to the record, you can now close out of the record.
- If you have **signed** the record, you must say 'Yes' to return to the record for the signature to be saved. After responding 'Yes' to return to the record, you can now close out of the record.
- If you have not changed or signed the record, you can click on 'No' to Exit the record.

Note: The ETAMS Facility Coordinator can give temporary access to records for signature.

AMENDMENT SCREENS

Amendments – Amendment Select

Year	PP	Name	Labor	Area	Team	Signed By	Collected
2003	1	BUD, ROSE R	Yes	15	01		
2003	2	HALL, ROBERT	Yes	15	01		
2003	2	MITCHELL, MARGARET R	Yes	15	01		
2003	1	SMITH, KARREN	Yes	15	02		

Amendments – Employee Detail

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
5/25/2008	1 Su	X										
5/26/2008	2 Mo	01	9.0	02	9.0							
5/27/2008	3 Tu	01	9.0									
5/28/2008	4 We	01	9.0									
5/29/2008	5 Th	01	9.0									
5/30/2008	6 Fr	01	8.0									
5/31/2008	7 Sa	X										
6/1/2008	8 Su	X										
6/2/2008	9 Mo	X										
6/3/2008	10 Tu	01	9.0	57	9.0	50	9.0					
6/4/2008	11 We	01	9.0									
6/5/2008	12 Th	01	9.0									
6/6/2008	13 Fr	01	9.0									
6/7/2008	14 Sa	X										

Remarks: Amendment: Unsigned Primary Timecard

Signed by: Signer, Charles 1
 Last Signed by: Signer, Charles 1 (5/31/06 15:47)
 Last Changed by: FEDdesk, User15 (5/27/05 10:07)

Meal Start/Stop: 0000 0000
 FullPT: Full Time
 A/AS: Yes

LABOR AMENDMENT SCREENS

LABOR: The Timecard and Labor record are both available when Amendments are created. The Timekeeper, with the help of the employee must balance the hours on both records so that they agree with one other. **Amendments must be signed before they can be collected.**

Timecard Amendment

Name: MOORE, TONI S

Period: 2008/12 **Area:** 15 **Team:** 03

Day	Code	Hrs								
5/25/2008 1 Su	X									
5/26/2008 2 Mo	01	9.0	02	9.0						
5/27/2008 3 Tu	01	9.0								
5/28/2008 4 We	01	9.0								
5/29/2008 5 Th	01	9.0								
5/30/2008 6 Fr	01	8.0								
5/31/2008 7 Sa	X									
6/1/2008 8 Su	X									
6/2/2008 9 Mo	X									
6/3/2008 10 Tu	01	9.0	07	9.0	00	9.0				
6/4/2008 11 We	01	9.0								
6/5/2008 12 Th	01	9.0								
6/6/2008 13 Fr	01	9.0								
6/7/2008 14 Sa	X									

Remarks: Amendment, Unsigned Primary Timecard

Signer: Signer, Charles 1

Last Signed by: Signer, Charles 1 (5/31/05 16:47)

Last Changed by: FEBdesk, User15 (5/27/05 10:07)

Labor Summary Amendment

Pay Period: 11 2008 - 5/11/2008 - 5/24/2008

Employee: JONES, JOHN K

Area/Team: 15-02

Case Number	Function	Volume	%	Hours	OT
AK0758A0	L10		50	40.0	
OK0529AE	520		50	40.0	

Pay Period Summary: Hours Remaining: 0, Hours Logged: 80.0, Base Hours: 80.0, Hours Worked: 80.0

Remarks: 2 wks in training, changed labor code

Full PT: Full Time

AWS: Yes

Leave Balances as of Pay Period 2008/12:

FLSA	E	FPS	SM	Annual	40	Sick	18	Comp	6.5
Trav Comp	0	LWOP	0	Credit	0	Rest Lv		Use/Lose	

REVIEWING AND SIGNING AMENDMENTS

Amendments are changes to Timecards from past Pay Periods or Timecards from last Pay Period that were not signed and therefore were not picked-up. When a Timecard is not signed by the deadline, the person's signed Base Schedule is submitted in lieu of the unsigned Timecard. The Base Schedule does not include any leave or overtime that occurred during the Pay Period. The unsigned Timecard moves to the Amendment File at collection time and stays there until it is signed. In addition, a Timecard may have been previously submitted with omissions or incorrect entries and need to be changed by creating an Amendment.

Signed Amendments are collected every day after normal business hours, with one exception. Signed Amendments (including unsigned Timecards) for last Pay Period are not collected until the first Friday of the new Pay Period. This means that Amendments collected for last Pay Period do not affect pay and leave for last Pay Period.

LABOR: When the Labor Restricted employee's Labor hours are out of balance with the Timecard hours entered by the Timekeeper, the records must be balanced for certification to take place. If the Certifier forces the balance during certification, the unbalanced records (Timecard and Labor record) move to Amendments. If Timecards are not signed by the deadline, the employee Base Schedule and the Labor Default is submitted in lieu of the out of balance records. Neither the Timecard nor the Labor Default includes any changes made for the Pay Period. It is the Certifier's responsibility then to have the Timekeeper and employee work together to balance these records. In addition, Labor Amendments can be created due to incorrect entries on the original record.

Use this procedure to review and sign Amendments.

1. After log on, the *Unsigned Base Report*, the *Payroll Corrections to Review Report*, the *Employees Not Validated Report*, the *Unsigned Amendments Report* and the *Uncertified Supervisors Report* display, if appropriate. Click 'Close'. Go to Base Schedules, sign the Schedules and return to the Main Menu to continue with the next step.
2. From the ETAMS Main Menu:
Click 'Amendments'.

Note: By default, the *Amendment Select* screen displays only unsigned records. To display a complete list of records, regardless of signature, go to the *Display* box and click *All*. In addition, you may also sort the list by Area/Team using the '*Select Optional Area/Team*' box

The following instructions are written using the default settings.

3. If you have access to more than one Area/Team, perform this step to sort the list by Area/Team. If you have access to only one Area/Team, go to the next step.
To Review one Area/Team at a time:
 - A. Click in the '*Select Optional Area/Team*' box, if applicable, to cancel the previous sort. This box should be blank.
 - B. Click on a name in the Area/Team to be reviewed.
 - C. Click in the '*Select Optional Area/Team*' box to display the selected list.

LABOR: Go to the *View* box and click *Amendments Only*. This setting lets you scroll through just associate Timecard Amendments. When *Labor Only* is checked, you can scroll through just Labor Amendments. When *Both* is checked, the Labor record displays for each Labor associate and the Timecard Amendment displays for any associate who does not have Labor enabled in the Base Schedule.

4. Display the first record:
Click on the first name and click 'OK'. The first record displays.
5. Review the Amendment. If there is a scroll bar, use the ↓ down arrow to scroll to the second week.
Note: To view all possible Exception Codes, place your mouse pointer in any *Code* or *Hrs* column and click the right mouse button. A pop up box displays all valid codes.
6. **Either:** Review the record, but don't Sign. Use the right arrow (>) next to the Last Name to scroll through and review all the records. (See **Important Note** below) Go to step 7.
Or: Accept and Sign the Amendment by clicking 'Sign/Unsign' on the Menu bar and answer the prompt to sign with a 'Yes'. Click the next (>) button to continue the Review and Sign process. Go to step 7.
Or: Leave the Amendment unsigned. Contact the Timekeeper for needed changes.
7. At the last record, click 'No' to the question to start over from the beginning. The 'Amendment Select' screen displays.
8. To Sign Amendments after Review (if already signed, go to step 9), from the 'Amendment Select' screen:
 - A. Click 'Sign/Unsign' from the Menu bar and then click 'Sign Multiple'.
 - B. Enter the Area number and press the Tab key.
 - C. Enter the Team number and click 'OK'. When all records in the selected Area/Team are Signed, the 'Amendment Select' list is blank.
9. To Review/Sign another Area/Team, repeat Steps 3-9.
10. When all Amendments have been Signed, click 'Cancel' to return to the ETAMS Main Menu.
11. Contact the Timekeeper immediately if any Amendments were left unsigned and need modification.

Important Note: If the record to be reviewed or signed uses the Holiday Code AND a non-pay status code before and after the holiday, a warning message displays each and every time you close the record **even if no change has been made**. After acknowledging the message, the ETAMS Validation message displays.

- If **changes have been made** to the record, you must say 'Yes' to return to the record for the changes to be saved. After responding 'Yes' to return to the record, you can now close out of the record.
- If you have **signed** the record, you must say 'Yes' to return to the record for the signature to be saved. After responding 'Yes' to return to the record, you can now close out of the record.
- If you have not changed or signed the record, you can click on 'No' to Exit the record.



Note: The ETAMS Facility Coordinator can give temporary access to records for signature.

PAYROLL CORRECTIONS SCREENS

Payroll Corrections – Payroll Correction Select

Contains Privacy Data PL93-579 Privacy Act - ETA...

File Reports Review Complete Help

SSN

Name

Select Optional Area Team
 Area Team

Year	PP	Name	Area	Team
2006	12	WADE, DARLENE	15	01
2006	12	STEWART, DIANE	15	01

Payroll Corrections Detail

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Payroll Correction - Agency G5 - Region R6 - Facility PM

File Reports Help

Name MYERS, PHIL

Show Start/Stop
 Show Supplemental

No Supplemental

✓

10

40

42

50

51

X

Period 2008 12 Area 15 Team 04

Day		Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs
5/25/2008	1 Su	X											
5/26/2008	2 Mo	01	8.0	02	8.0								
5/27/2008	3 Tu	01	8.0	40	8.0								
5/28/2008	4 We	01	8.0	40	8.0								
5/29/2008	5 Th	01	8.0	40	8.0	41	2.0						
5/30/2008	6 Fr	01	8.0										
5/31/2008	7 Sa	X											
6/1/2008	8 Su	X											
6/2/2008	9 Mo	01	8.0										
6/3/2008	10 Tu	01	8.0										
6/4/2008	11 We	01	8.0										
6/5/2008	12 Th	01	8.0										
6/6/2008	13 Fr	01	8.0										
6/7/2008	14 Sa	X											

YR/PP 2008/12
Annual 22
Sick 19
Comp 2.5
Trav Comp 0
LWOP 0
Credit 5
FLSA E
FPS GS
Block E1015
Rest Lv
Use/Lose

Sep Ind No
Tour Full Time
AWS Yes

Remarks: Not enough A/L; changed to Comp Time Used 6/2

Signed by: PARS Adjustment	Last Signed by: PARS Adjustment (5/31/05 15:03)	
	Last Changed by: PARS Adjustment (5/27/05 13:58)	

REVIEWING PAYROLL CORRECTIONS

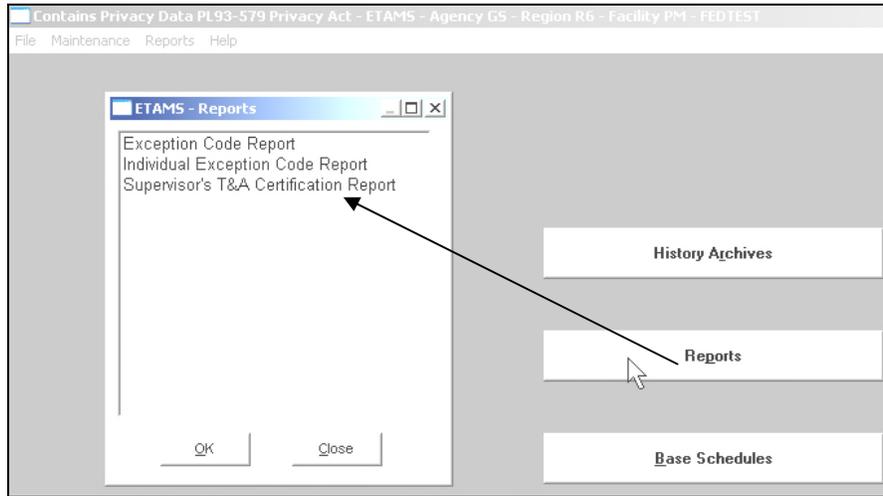
Corrections to Timecards and/or Amendments are entered by Payroll and sent back to the Facility. The Certifier and the Timekeeper should review these Payroll Corrections. Even though reviewing Payroll Corrections can be performed anytime during the Pay Period, it is scheduled to be performed by the Certifier and the Timekeeper on a specified day in order to allow access to the records before they are cleared out. Payroll Corrections returned to the Facility last Pay Period are cleared when new Payroll Corrections are returned. Refer to your ETAMS Schedule.

LABOR: The Payroll Office does not make any changes to Labor records that are collected. Therefore, no Labor records can be viewed from 'Payroll Corrections'.

Use this procedure to review Payroll Corrections.

1. After log on, the *Unsigned Base Report*, the *Payroll Corrections to Review Report*, the *Employees Not Validated Report*, the *Unsigned Amendments Report* and the *Uncertified Supervisors Report* display, if appropriate. Click 'Close'. Go to Base Schedules, sign the Schedules and return to the Main Menu to continue with the next step.
2. From the ETAMS Main Menu:
Click 'Payroll Corrections'.
3. If you have access to more than one Area/Team, perform this step to sort the list by Area/Team. If you have access to only one Area/Team, go to the next step.
To Review one Area/Team at a time:
 - A. Click in the 'Select Optional Area/Team' box, if applicable, to cancel the previous sort. This box should be blank.
 - B. Click on a name in the Area/Team to be reviewed.
 - C. Click in the 'Select Optional Area/Team' box to display the selected list.
4. Display the first Payroll Correction:
Click on the first name and click 'OK'. The Payroll Correction displays.
5. Review the Payroll Correction. Be sure to read the 'Remark' from Payroll at the bottom of the record that explains the change.
6. Use the right arrow (>) next to the Last Name to scroll through and review all the records
7. At the last record, click 'No' to the question to start over from the beginning. The 'Payroll Correction Select' screen displays.
8. To Review another Area/Team, repeat steps 3-8.
9. Click 'Cancel' to return to the ETAMS Main Menu.
10. Contact the Timekeeper if you have questions about Payroll Corrections.

SUPERVISOR'S T&A CERTIFICATION REPORT



The Supervisor's T&A Certification Report contains summary data for the pay period, as recorded in ETAMS and PAR. The T&A data shown on the report was recorded and used by PAR for pay and leave purposes. The report is sent to both the signer of the Base Schedule and the Certifier of the Timecard or Amendment for mandatory post review and certification. It is the Supervisor's responsibility to review the report paying special attention to any entries with asterisks in the 'NPC' column and those records listed on the 'PAR Errors' worksheet, and indicate the review by signature. The signature confirms that all entries on the report are valid and that correcting documents have been submitted where necessary. A report can only be certified if all prior Certification Reports have been approved. Certification Reports will be retained in FEDdesk as a source document for audit purposes for 6 years

Year:
Period:

Print Options
 Deselect All
 Current PP - Time in Pay
 Current PP - Time Absent
 Retro - Time in Pay
 Retro - Time Absent
 Total Leave Balances
 PAR Errors

Not Certified

Cancel
Certify

Current PP - Time in Pay
Current PP - Time Absent
Retro - Time in Pay
Retro - Time Absent
Total Leave Balances
PAR Errors

Date: 03/15/2006 General Services Administration PP End Date: 06/10/2006
 Payroll Accounting and Reporting System
 Supervisor's Time and Attendance Certification Report
 Current and Retroactive Time and Attendance Records

To Certifying Supervisor:
 Our records show you as a T&A certifying official for the employees listed below. For the pay period end date shown, the listed employees had the T&A data recorded and used by the PAR system for pay and leave purposes. An asterisk in the NPC column indicates the data used was based on a reentry by the NPC (i.e. a Payroll Correction), and not the data originally submitted by your office. You are responsible for the correct T&A pay and leave data. Therefore, please review this data with special emphasis on those lines with an asterisk. Correct any errors by submission of an amended T&A record. In the absence of an amended T&A record, your certification of this data is assumed. The column titled 'PLS' indicates whether an associate is receiving their Pay and Leave Statements. If there is a 'N' in that column, the associates Pay and Leave Statement is not printed and they do not receive one.

SSN	Name	NPC	PLS	FLSA Code	Current Pay Period											Days Serv	Certified	Certified	
					Time in Pay Status														
					Reg Hours	2nd Shift	3rd Shift	AUO	OT	Hol	Prem	Comp Earned	Travel Comp	Credit Earned	Enviro Diff		By	Date	
***-**-0002	MITCHELL			N	80.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	✓		
***-**-0010	MOBLEY,E			E	80.0	11.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	✓		

REVIEWING AND CERTIFYING THE SUPERVISOR'S T&A CERTIFICATION REPORT

Each pay period an Uncertified Supervisor's Report is sent from PAR for Supervisor certification. After payroll processing, results are returned to each Facility on the 1st Thursday of the new pay period. At logon both the Certifier of the Base Schedule and the Certifier of the Timecard or Amendment (if different) get a nag screen that displays a list of uncertified records. Either Certifier can approve the record. All records from a prior pay period must be certified before a more recent report can be certified. Past reports are stored and can be viewed and printed or exported and saved to a file.

Use this procedure to review and certify the Supervisor's T&A Certification Report:

1. After log on, if the *Uncertified Supervisor's Report* nag screen displays, click 'Close'. From the ETAMS Main Menu, go to Reports and select 'Supervisor's T&A Certification Report'.
2. The 'Year' field defaults to the current year. Change if necessary.
3. Click in the 'Period' field to display all the pay period dates and then select the oldest, uncertified date as reported on the Uncertified Supervisor's Report nag screen. Report data displays in up to six folders. Folders that have no data are grayed out.

Here are a few reminders regarding the review of the uncertified T&A Report:

- The 'Current PP – Time in Pay' and 'Retro – Time in Pay' folders have an '**NPC**' column. An asterisk in this column means that the National Payroll Center changed this record after it was collected due to an error made at the facility (now called a Payroll Correction). Amendments may be required for these records. Give special attention to the review of these records.
 - The 'PAR Errors folder has an '**NPC**' column. An asterisk in this column means that PAR has either changed the record, created the record, or did not process the record. Amendments may be required for these records. Give special attention to the review of these records. One of three messages will display for each record:
 - **Missing T&A** – PAR created a timecard for the person as none was submitted for the pay period.
 - **Retro Error** – There was an error when PAR tried to process the record and the record was NOT corrected by the NPC. This is an unresolved record.
 - **Retro Unedt** (Unedited) – A record (Amendment) has been received by PAR but has not yet been processed (i.e. an Amendment may be collected on Monday, Tuesday or Wednesday of processing week but will not be processed by PAR until next week). The record will show up in the new pay period report as a valid entry.
4. The '**Certify**' column is open for input on 2 worksheets: **Current PP – Time in Pay** and **Retro – Time in Pay**. By default this box is checked for all names on the list. When you uncheck a name, it will not be certified. Uncheck any records that you are not certifying or leave all records checked to certify the complete report.
 5. After reviewing the report, click the **Certify** button. The Certifier's name and certified date displays next to each record.
 6. When all records for the Pay Period to which the Supervisor has access have been certified, the status of the report is **Certified**.

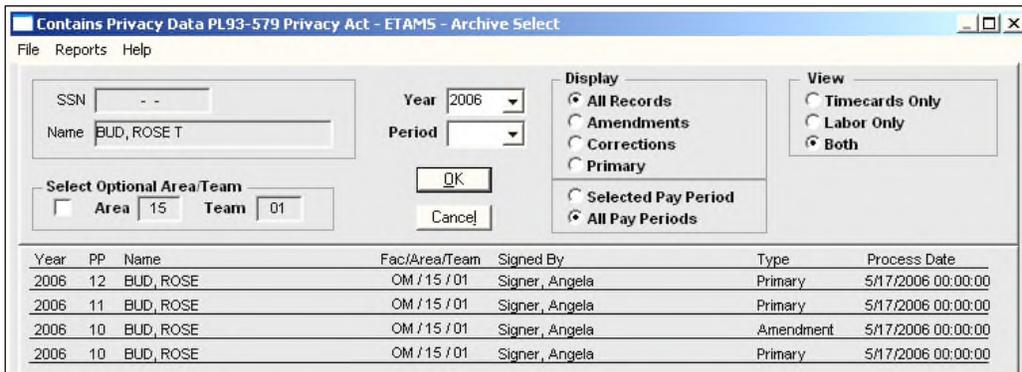
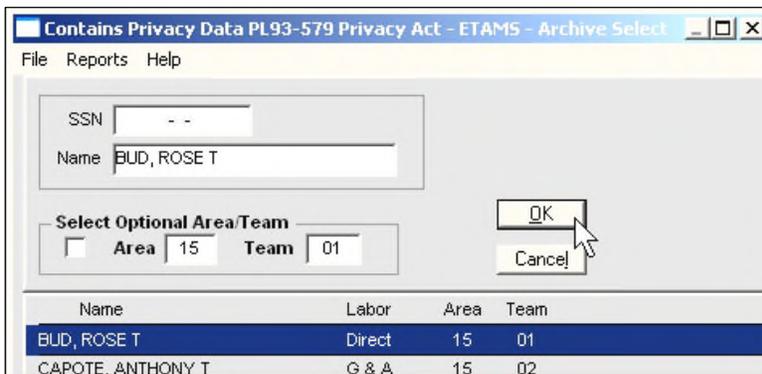
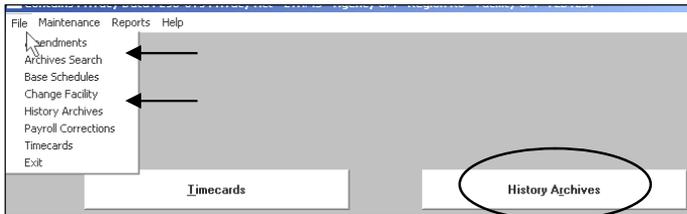
HISTORY ARCHIVES

History Archives is a storage area for all ETAMS timecard and labor records that have been collected by PARS (Payroll and Accounting Reporting System). Archive records are used for look-up of historical records for any Pay Period that a person was on ETAMS, even though he/she may have been in another Facility. **All records** (i.e. Timecards, Labor records, Corrections, and Amendments) can be viewed. Archived information cannot be modified because all data shown is “Display Only”. If a record is found to be incorrect, an Amendment can be created to correct the information for the specific Pay Period that is in error.

There are three ways to look up archive records:

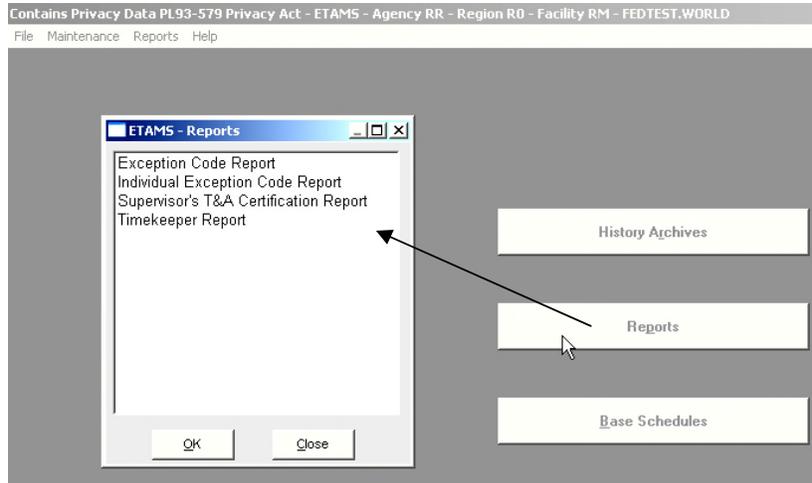
- History Archives - From the ETAMS Main Menu, select ‘History Archives’.
- Archives Search – From the ETAMS Main Menu, select the File Menu and then ‘Archives Select’.
Enter an SSN
- Employee Archives – From the Timecard, Labor Summary or Amendment screen select the Reports Menu and then ‘Employee Archives’.

Archive records can be printed or exported and saved as different file types.



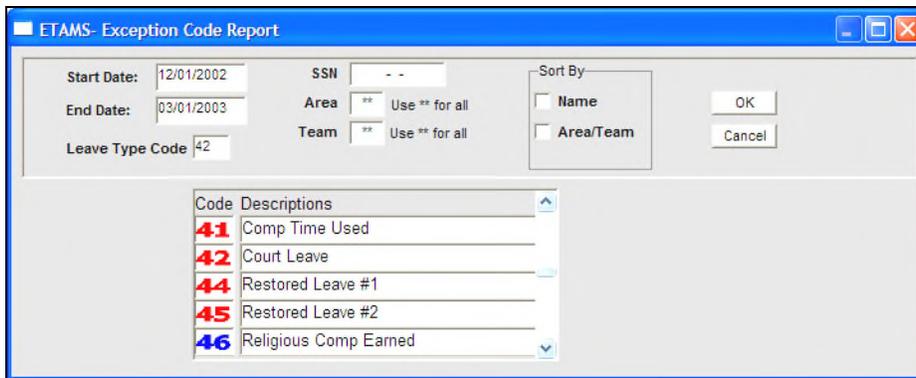
REPORTS

ETAMS reports are accessed from the ETAMS Main Menu. Report information is generated from History Archives records.



Exception Code Report

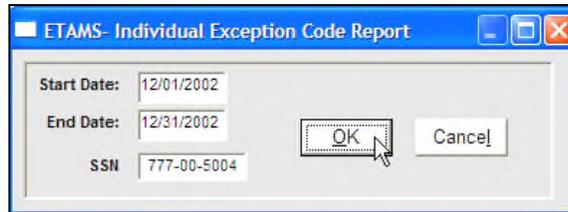
The Exception Code Report provides information about one specific Exception Code found on current or historical timecards for one or more persons. Search criteria includes Start / End Date, Leave Type Code (or any Exception Code), and the SSN or Area/Team number.



ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM				
GSA	Contains Privacy Data PL93-579 Privacy Act		4/3/2003	
Version 4.2			13:30:39	
R0/OM	Exception Code Report		Page 1 of 1	
For Leave Code: 42 Court Leave Starting on: 12/01/2002 Ending on: 03/01/2003				
Name	Area/Teams	Date	Hours	
MITCHELL, MARGARET R	15 01	01/06/2003	8.0	
MITCHELL, MARGARET R	15 01	01/08/2003	8.0	
MITCHELL, MARGARET R	15 01	01/10/2003	8.0	
Totals			24.0	

Individual Exception Code Report

To generate an Individual Exception Code Report, enter a Start and End Date for the report and an SSN.



The Individual Exception Code Report lists all Exception Codes entered on a timecard for a specified period of time. At the top of the report, data displays by Pay Period and day.

At the bottom of the report, the total amount of time charged to each Exception Code displays.

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM														
GSA		Contains Privacy Data PL93-579 Privacy Act										1/17/2008		
Version 5.00		Individual Exception Code Report										11:25:11		
R6/PM		For U.S. Government Use Only										Page 1 of 1		
Starting on: 03/01/2007				Ending on: 01/01/2008										
Name: SIMONE DANDRIDGE				Area / Team: 15/03				AWS: N						
Pay Period/Beginning Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
PP	Date	Type	Hour	Type	Hour	Type	Hour	Type	Hour	Type	Hour	Type	Hour	
10	04/29/2007											13	5.0	
	05/06/2007											41	5.0	
												40	3.0	
11	05/13/2007													
	05/20/2007			13	1.0	13	1.0	13	1.0	13	1.0	43	4.0	
12	05/27/2007			02	8.0									
	06/03/2007													
Code	Description													Total
01	Regular Scheduled Hou													240.0
02	Holiday Observed													8.0
13	Comp Time Earned													9.0
40	Annual Leave													3.0
41	Comp Time Used													5.0
43	Travel Comp Time Used													4.0

Supervisor's T&A Certification Report

This report is discussed in a previous section of the manual.

EXCEPTION CODES

To display available Exception Codes, place your mouse pointer in any **Code** or **Hrs** column on the following screens and click the right mouse button: Timecards, Amendments, Base Schedules. Only the appropriate codes that are valid on the record type will display.

00	Regular Day Off (X)	50	Sick Leave
01	Regular Scheduled Hours	51	Regular. Military
02	Holiday Observed	52	Law Enforcement Military
07	FLSA Hours Worked	53	DC Nat Guard Military
09	Make Up Hours Before OT	54	Award Leave Used
10	Regular Scheduled OT	55	Furlough (Over 30 Days)
11	Holiday Worked	56	Lack of Funds (Over 30 Days)
12	Sunday Premium	57	FMLA - Family
13	Comp. Time Earned	58	FMLA - Employee
14	Irregular Scheduled OT	59	Suspension
15	Call Back OT	60	LWOP
16	Travel Comp Time Earned	61	AWOL
17	OT Rotating Shift	62	Actual Exposure - 4%
20	Second Shift Night Diff	63	Actual Exposure - 6%
22	EDP Act. Expose / OT 4%	64	Actual Exposure - 25%
23	EDP Act. Expose / OT 6%	65	Actual Exposure - 50%
24	EDP Act. Expose / OT 25%	66	Hours In Pay Status - 4%
25	EDP Act. Expose / OT 50%	67	Hours In Pay Status - 8%
26	EDP Act. Expose / OT 8%	68	Hours In Pay Status - 25%
27	FFL - Family	70	Union-Term Negotiations
28	FFL - Funeral	71	Union-Mid-Term Negotiations
29	FFL - Adoption	72	Union-Dispute Resolutions
30	Third Shift Night Diff	73	Union-Gen Labor/Mgt Relations
31	Federal Disaster Relief	80	Volunteer Leave
32	Federal Disaster Relief	81	COP Used #1
33	Evacuation Pay	82	COP Used #2
34	Furlough Regular	83	COP Used #3
35	Furlough Lack of Funds	84	Other Paid Absences
36	Credit Hours Earned	85	Donated Leave Used
37	Credit Hours Used	87	LWOP Workman's Comp Used
38	Federal Disaster Relief – Non-Reimbursable	90	Telework-Periodic/Intermittent
39	FFL – Serious Health Condition Family Member	91	Telework-Short Term
40	Annual Leave	92	Telework-Long Term
41	Comp. Time Used	93	Telecommuting Center
42	Court Leave		
43	Travel Comp Time Used		
44	Restored Leave #1		
45	Restored Leave #2		
46	Religious Comp Earned		
47	Religious Comp Used		
48	Home Leave		
49	Military Reserve Technicians		

The 02 – Holiday Observed code is automatically inserted on the timecard and Labor record (if applicable) for the holiday if the holiday falls on a work day. Do nothing on the timecard if the holiday is taken as shown. Move as needed for the 'In lieu of holiday' taken. AN OFFICIAL HOLIDAY IS AUTOMATICALLY CALCULATED IN PAR. THIS CODE IS FOR DISPLAY ONLY AND IS ALSO USED IN CALCULATING PRODUCTIVE TIME IN LABOR FACILITIES.

TIME CALCULATIONS

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

Day	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	Code	Hrs	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

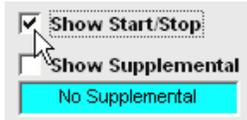
SHOW START/STOP TIMES

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

By default, the ETAMS Timecard (including Base Schedule, 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.

Timecard 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 Timecard (or Base Schedule or Amendment) 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.

Day	Code	Start	Stop	Hrs												
6/10/2007	1 Su	X														
6/11/2007	2 Mo	01		8.0	40	0800	1045	2.8								
6/12/2007	3 Tu	01		8.0	36	1500	1615	1.3								

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 timecard.
- * 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.
- * If more than 3 exception codes are needed for any day, click in the **Show Supplemental** box. A new row displays for each day of the pay period that allows entry of an additional 3 codes.
- * 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.
- * Start/Stop times entered on the timecard will NOT display on the Labor Detail screen.
- * Start/Stop times entered on the Labor Detail screen will NOT display on the timecard.

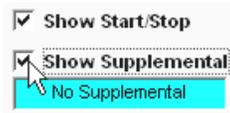
Use the following chart to record the correct 24-hour format for Start/Stop Times. Standard Times are listed along with the corresponding 24-Hour time.

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	<u>Standard Time</u>	<u>24 Hour Time</u>
	5:15 AM	0515 HOURS
	2:30 PM	1430 HOURS
	10:45 PM	2245 HOURS

SHOW SUPPLEMENTAL CHECKBOX

The default view of a timecard displays seven columns for entering Exception Codes EXCEPT when Start/Stop Times are used. Once the **'Show Start/Stop'** checkbox is checked, the screen expands and can only display three columns for entering Exception Codes.



The **'Show Supplemental'** checkbox is locked until the **'Show Start/Stop'** checkbox is checked. When more than three Exception Codes are needed for any given day, check the **'Show Supplemental'** box to expand the record and display an extra row for each day of the Pay Period. Now, up to six Exception Codes can be entered for each day of the Pay Period. Uncheck the **'Show Supplemental'** checkbox to go back to the default view.

Day	Code	Start	Stop	Hrs												
6/10/2007	1 Su	X														
6/11/2007	2 Mo	01		8.0	40	0800	1100	3.0	50			3.0	27			3.0
					41			2.0								

To access the Supplemental rows:

1. If you are using the Start/Stop columns to enter hours, after making 3 entries on any day of the Timecard or Amendment and more room is needed to enter additional entries for the day, click in the **'Show Supplemental'** checkbox field found in the upper right corner of the screen. An extra row displays for each day of the Pay Period.
2. Scroll down to find a day that is filled all the way across.
3. Enter the next Code directly under the day that is completely filled. Start in the first gray **'Code'** field on the blank line under the selected day.
4. When the Supplemental entries are complete, **Close** out of the screen and the entries are saved. When you display the record again, the Supplemental rows are visible. The box under the **'Show Supplemental'** checkbox now displays **'Supplemental'**.

