

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

ETAMS
FACILITY COORDINATOR TRAINING

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ETAMS tasks.

March 2009

ETAMS Facility Coordinator Training

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ETAMS Facility Coordinator Training

COURSE OUTLINE

- I. Introduction

- II. Facility Coordinator Responsibilities
 - a) Scheduled Tasks
 - b) Tasks to be Performed as Needed

- III. ETAMS Facility Schedule
 - a) Automatic Functions
 - b) Manual Functions

- IV. System Administration
 - a) Areas/Teams
 - a) Block Numbers
 - b) Users
 - (1) Base User
 - (2) T&A Clerk (Timekeeper)
 - (3) Certifier

- V. Base Schedule Maintenance

- VI. Course Review

- VI. Course Evaluation

ETAMS FACILITY COORDINATOR RESPONSIBILITIES

The ETAMS Facility Coordinator (FC) is responsible for the successful completion of all ETAMS functions for the Facility.

ETAMS tasks to be performed each Pay Period in accordance with the existing Pay Period schedule:

1. Coordinate the tasks performed by the Timekeeper and Certifier and provide assistance and support when necessary.
2. Verify the Initialization of Timecards.
3. Verify the return and Update of Leave Balances and Payroll Corrections.
4. Verify that all Base Schedules are Signed.
5. Verify that all Timecards are Signed and ready for pick-up by the deadline.

ETAMS tasks to be performed as needed:

1. Act as the liaison between FEDdesk Support and your ETAMS Facility.
2. Provide first line support to Timekeepers and Certifiers at the Facility.
3. Notify Timekeepers and Certifiers of any ETAMS schedule changes.
4. Ensure that all ETAMS records are validated with Payroll records (Employees Not Validated Report).
5. Maintain UserIDs for Base Users, Timekeepers, and Certifiers.
6. Maintain Facility files (Areas/Teams, Block Numbers, Users).
7. Maintain Base Schedules by changing Area assignments when Timekeepers don't have access to the records.
8. Maintain a current email list of Timekeepers and Certifiers to send messages regarding FEDdesk/ETAMS as necessary.
9. Report Facility Coordinator changes by completing the **Coordinator Form** found on the **FEDdesk System** home page. Click on the **Reference** tab and then click on Forms.

Skills required to perform these tasks:

1. Working knowledge of current timekeeping forms and procedures.
2. Familiarity with Internet access to FEDdesk.

Suggested training:

1. Successful completion of the ETAMS Timekeeper Training course.
2. Completion of the ETAMS Facility Coordinator Training course.

Suggestions for Facility Coordinator appointments:

It is recommended that persons with minimal travel responsibilities handle FC duties. ETAMS tasks must be performed on a set schedule. If the FC is not available to perform a specific task at the appointed time, backup persons must have enough experience to perform the tasks.

ETAMS FACILITY COORDINATOR SCHEDULE

April 2004

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 (See Note 6)</i></p> <p><i>Hawaii Exception (See Note 1c)</i></p>	<p><i>ETAMS Lockout 1:30PM – 4:00PM CST Timecards & Labor Records Are Collected Today for Last Pay Period (See Note 6) (Exceptions: See Notes 1a & 3)</i></p> <p>BETWEEN 12:00- 1:00PM CST</p> <p>Verify that ALL Base Schedules & Timecards are Signed (See Notes 2,3 & 8)</p> <p>ANYTIME</p> <p>Verify that Timecards for the New Pay Period Have Been Created (See Note 4)</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 6)</i></p> <p>ANYTIME</p> <p>Verify the Return of Payroll Corrections and Leave Balance Data (See Note 5)</p>		
<p>Timecards, Labor Data & Amendments can be entered daily. Amendments are collected daily (See Note 7)</p>						
WEEK 2 SUNDAY	MONDAY	TUESDAY	OFFICIAL PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Timecards, Labor Data & Amendments can be entered daily. Amendments are collected daily (See Note 7)</p>						

NOTES FOR THE ETAMS FACILITY COORDINATOR SCHEDULE

November 2007

- **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. 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.
2. Verification of Signatures - From the ETAMS Main Menu, click 'Timecards', 'Base Schedules', or 'Amendments'. From the 'Display' box, click 'Unsigned' to see a list of all unsigned records. Contact each Timekeeper whose records are not signed.
3. If computer/LAN problems prevent the Facility from completing these tasks on schedule, call the **National Payroll Center** at 816-823-3900 immediately.
4. Verification of Initialization (Timecard Creation for the new Pay Period): This check begins from the ETAMS Main Menu after selecting 'Timecards'.
 - a) Before Timecard Collection, the 'Employee Select' screen displays the uncollected Pay Period number and records.
 - Click the 'All Pay Periods' button to display both sets of Pay Period records.
 - To display only the new Pay Period records, click once on a new Pay Period record and then click the 'Selected Pay Period' button to complete the sort.
 - b) After Timecard Collection, the 'Employee Select' screen displays only the current Pay Period number and records.
5. Verification of Return of Payroll Corrections & Leave Balance Data: (Note: These two files are returned at the same time. If they have not been returned, verify the update later in the day.)
 - a) Payroll Corrections – A nag screen displays (at logon) a new list of Payroll Corrections that have just been returned.
 - b) Leave Balance Data - From the ETAMS Main Menu, select 'Timecards' and display a record. The 'YR/PP' field in the far right box displays the Year and PP number for the leave shown. The PP number should be the just ended Pay Period.
6. During this process, access to ETAMS is blocked. Lockout times are approximate.
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 employee's upcoming Pay and Leave Statement
8. When a name appears on the 'Employees Not Validated' Report, their records cannot be signed and therefore cannot be collected.

IMPORTANT ETAMS 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.

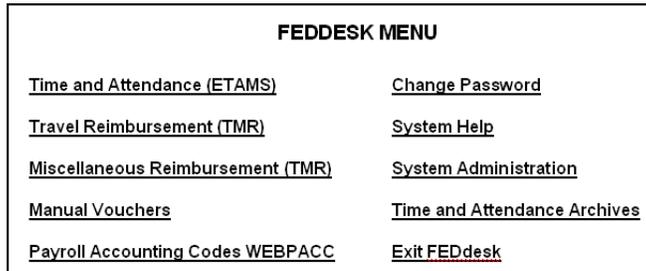
6. Timecards should be signed no later than 1:00 PM (CST), the first Monday after the end of the Pay Period.
7. Unsigned Timecards (that have a signed Base Schedule) are sent to the Amendment option at pick-up time and replaced with the signed Base Schedule.
8. If both the Timecard and Base Schedule are unsigned, no record is picked-up for the person 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. Amendments are processed the second week of the Pay Period (Tuesday, Thursday and Sunday). 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'.

SYSTEM ADMINISTRATION

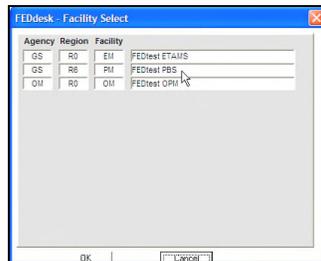
System Administration functions are used by the Facility Coordinator to maintain the Facility database. Instructions for these procedures begin from the **Maintenance Menu** that is on the **System Administration Menu**.

To access the System Administration Menu:

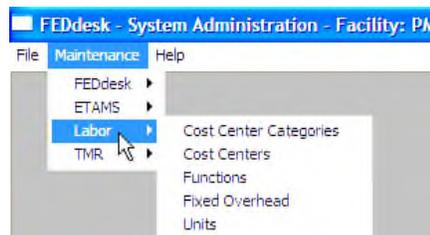
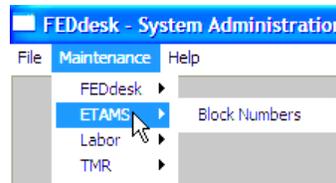
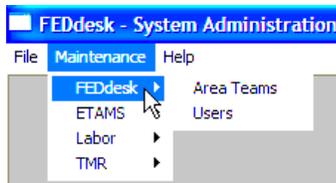
- From the FEDdesk Menu click on System Administration.



- If you have access to more than one Facility, the Facility Select screen display. Select the Facility you want to work with and click OK.



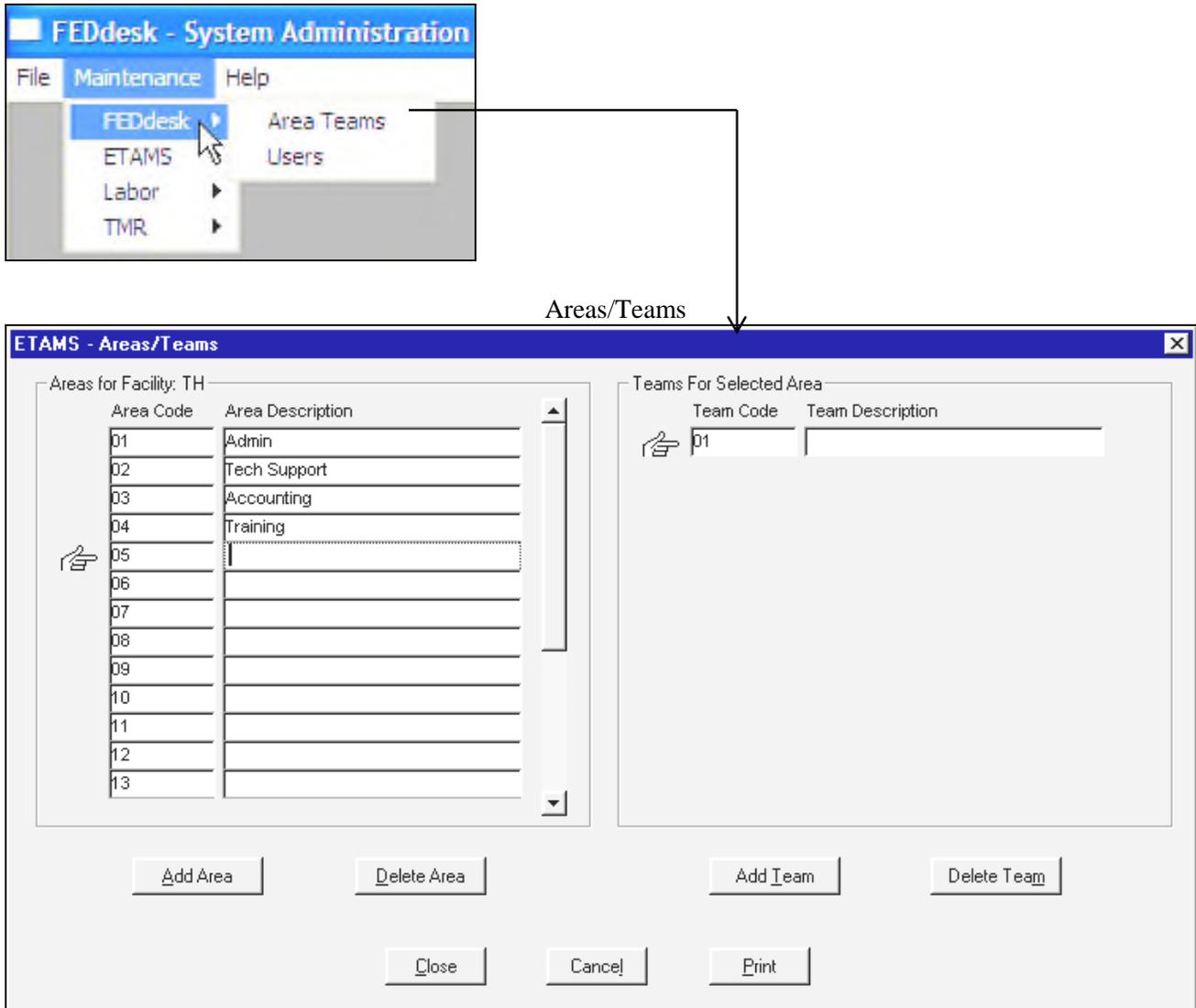
- The System Administration Menu displays. Use the Maintenance Menu to make FEDdesk, ETAMS and Labor table changes



These functions can also be accessed from the **ETAMS Main Menu** after selecting the Maintenance Menu and then ETAMS. However, Help for these functions are only available from the System Administration Help that is accessed as shown above.

SYSTEM ADMINISTRATION Areas/Teams

The Areas/Teams function is used to Add or Delete Areas and Teams.



SYSTEM ADMINISTRATION

Areas/Teams

The Areas/Teams function is used to Add or Delete Areas and Teams.

1. To Add a new Area/Team:

- a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Areas/Teams'.
- b) Click the *Add Area* button under the Areas box. A blank entry line will display.
- c) Enter the new 2 digit Area. Area Description is optional.
- d) Click the *Add Team* button under the Teams box. A blank entry line will display.
- e) Enter the new 2 digit Team(s). Team Description is optional.
- f) Click the *Close* button to return to the **System Administration Menu**.
- g) Respond "Yes" to "Do you want to Save Changes".

2. To Delete an Area:

- a) From the **ETAMS Main Menu**, go to the Base Schedule and reassign all persons in the Area to be deleted.
Note: You cannot delete an Area if anyone is currently assigned to the Area.
- b) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Areas/Teams'.
- c) Point to the Area Code to be deleted.
- d) Click the *Delete Area* button under the Areas box.
Note: All Teams in the Area are automatically deleted.
- e) Click the *Close* button to return to the **System Administration Menu**.
- f) Respond "Yes" to "Do you want to Save Changes".

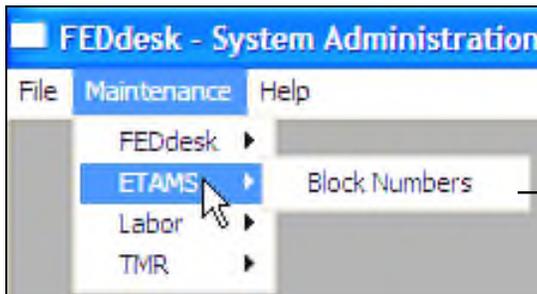
3. To Delete a Team:

- a) From the **Main Menu**, go to the Base Schedule and reassign all persons in the Team to be deleted.
Note: You cannot delete a Team if anyone is currently assigned to the Team.
- b) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Areas/Teams'.
- c) Point to the Team Code in the desired Area to be deleted.
- d) Click the *Delete Team* button under the Team box.
- e) Click the *Close* button to return to the **System Administration Menu**.
- f) Respond 'Yes' to 'Do you want to Save Changes'.

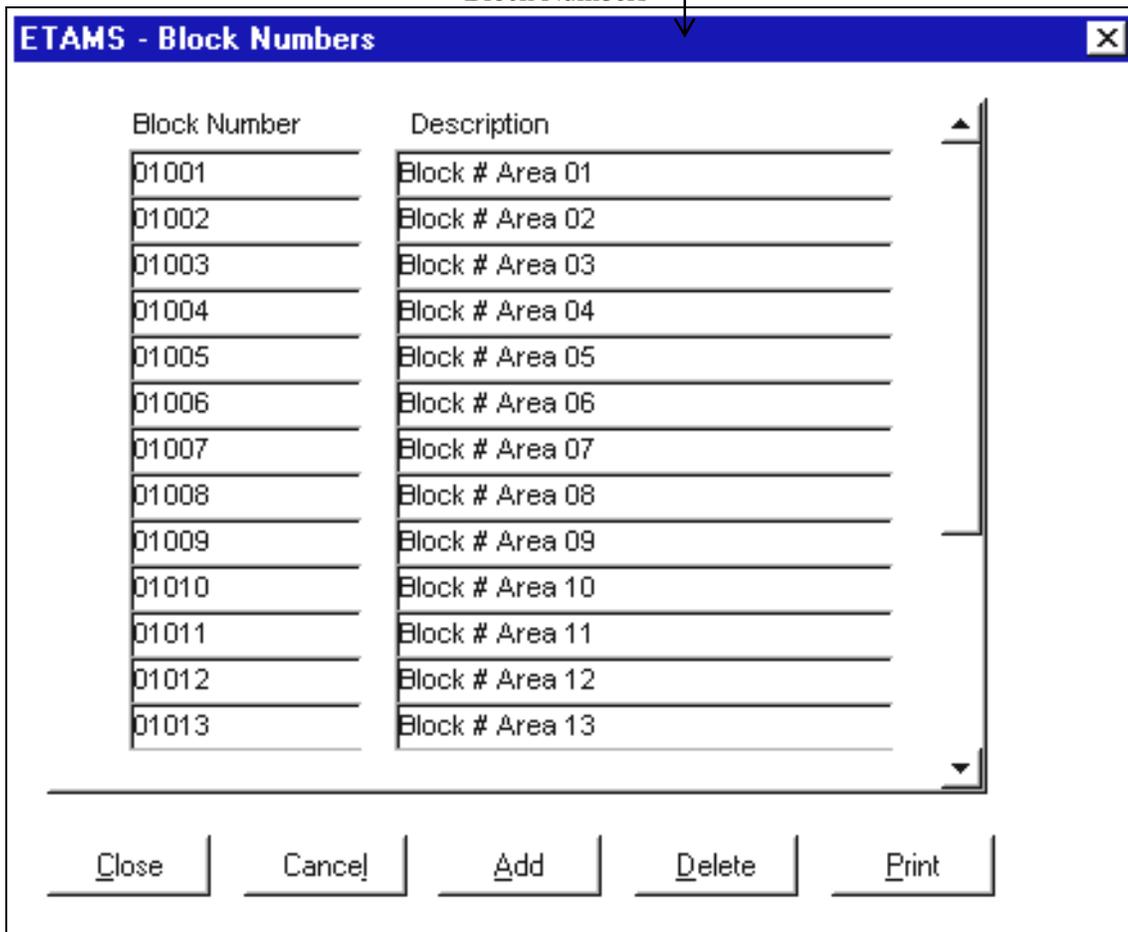
Note: Repeat the necessary steps until all Areas/Teams have been added or deleted before Closing the window.

SYSTEM ADMINISTRATION
Block Numbers

The Block Numbers function is used to display, add or delete Block Numbers. Block numbers are assigned and used by GSA Payroll. The information needed to complete this table may need to be furnished by the GSA Payroll Office.



Block Numbers



SYSTEM ADMINISTRATION

Block Numbers

The Block Numbers function is used to display, add or delete Block Numbers.

1. To Add a new Block Number:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Block Numbers*'.
 - b) Click the *Add* button. A blank entry line will display at the bottom of the list.
 - c) Enter the new Block Number. Description is optional.
 - d) Click the *Close* button to return to the **System Administration Menu**.
 - e) Respond "Yes" to "Do you want to Save Changes?".

2. To Delete a Block Number:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Block Numbers*'.
 - b) Position the cursor on the Block Number to be deleted.
 - c) Click the Delete button.
 - d) Click the Close button to return to the **System Administration Menu**.
 - e) Respond "Yes" to "Do you want to Save Changes."

Note: Repeat the necessary steps until all Block Numbers have been added or deleted before Closing the window.

Note: Block numbers that are assigned to anyone in the Base Schedule DO NOT have to be changed. The Block Number field on the Base Schedule is automatically updated each Pay Period to reflect the Block Number that is recorded at the Payroll Office.

SYSTEM ADMINISTRATION

Users

The **Users** function is used to display, add, modify or remove Facility access for UserIDs. The list of Users displays in name sequence. The list can be sorted into a different sequence by clicking on the radio button in the **Sort By** box. You can also display all persons by clicking on the *All Users/Employees* radio button in the **Show** box. Users perform ETAMS functions and have a UserID. Employees are persons in your ETAMS Facility Database (i.e. the ETAMS Base Schedule) who may or may not have a UserID. To quickly find a name from the list that is displayed, click in the **Name** field at the top left of the screen and enter the last name of the person. As you enter the name, the list is searched. The User's name is highlighted if the name is found.

Note: System updates to UserID and Password changes may take 30 minutes after a change is made.

The screenshot shows the 'FEDdesk - System Administration - Facility:' menu with 'Users' selected. Below it is the 'User Select List' window. The window has a search field for 'Name', 'Sort By' options (UserID, Name), and 'Show' options (Users Only, All Users/Employees). A table lists users with columns for UserID and Name. The user 'ROSEBUD' is highlighted. The table includes users like APPROVER1, APPROVER2, TMRDASSISTANT, and various ETAMSCLERK roles.

UserID	Name
APPROVER1	Approver, One
APPROVER2	Approver, Two
TMRDASSISTANT	Assistant, Designated
ROSEBUD	BUD, ROSE R
777000009	CAPOTE, ANTHONY E
ACAPOTE	CAPOTE, ANTHONY U
ETAMS01CLERK	Clerk, 01
ETAMS02CLERK	Clerk, 02
ETAMS03CLERK	Clerk, 03
ETAMS04CLERK	Clerk, 04
ETAMS05CLERK	Clerk, 05
ETAMS06CLERK	Clerk, 06
ETAMS07CLERK	Clerk, 07
ETAMS08CLERK	Clerk, 08
ETAMS09CLERK	Clerk, 09
ETAMS10CLERK	Clerk, 10
ETAMS11CLERK	Clerk, 11
ETAMS12CLERK	Clerk, 12

SYSTEM ADMINISTRATION

Users

FEDdesk - User Select

Name

Sort By
 UserID Name

Show
 Users Only All Users/Employees

UserID	Name
APPROVER1	Approver, One
APPROVER2	Approver, Two
TMRDASSISTANT	Assistant, Designated
ROSEBUD	BUD, ROSE R

User Detail

Contains Privacy Data PL93-579 Privacy ActFEDdesk - User Detail

SSN

Last

Email Address Email

Address

City

Country

Phone Country

ETAMS Super

FEDdesk - Change Password

Change Password for ROSEBUD

New Password

Confirm

- * Passwords must be changed every 90 days.
- * Passwords must be at least 8 characters in length.
- * Passwords must include three of the following characters:
alpha, numeric, uppercase, special.
- * Passwords cannot be reused within 10 changes.
- * Passwords cannot contain any part of the user's name.

SYSTEM ADMINISTRATION Users

FEDdesk - User Select

Name

Sort By UserID Name

Show Users Only All Users/Employees

UserID	Name
APPROVER1	Approver, One
APPROVER2	Approver, Two
TMRDASSISTANT	Assistant, Designated
ROSEBUD	BUD, ROSE R

User Permissions - Base User

ETAMS - User Permissions

ETAMS Permissions for: BUD, ROSE R

Facility: OM Authority: Base User Labor Administrator: No

User Permissions - Certifier

ETAMS - User Permissions

ETAMS Permissions for: Signer, Angela 1

Facility: OM Authority: Certifier Labor Administrator: No

Area Permissions			
Area		Signature	Labor Clerk Only
01	Administration	Yes	No

Areas	
Area	Description
02	Accounts Payable
03	Accounts Receivable
04	
05	
06	
07	

Team Permissions			
Area	Team	Signature	Labor Clerk Only
	01		

Teams	
Team	Description
01	Certifier - Bob Signer

SYSTEM ADMINISTRATION

Users

FEDdesk - User Select

Name

Sort By
 UserID Name

Show
 Users Only All Users/Employees

UserID	Name
APPROVER1	Approver, One
APPROVER2	Approver, Two
TMRDASSISTANT	Assistant, Designated
ROSEBUD	BUD, ROSE R

User Permissions - Facility Coordinator

ETAMS - User Permissions

ETAMS Permissions for: ETAMS, 1FC

Facility: OM
 Authority: Facility Coordinator
 Signature: No
 Labor Administrator: Yes

User Permissions - T&A Clerk (Timekeeper)

ETAMS - User Permissions

ETAMS Permissions for: Clerk, 01

Facility: PM
 Authority: T&A Clerk
 Labor Administrator: No

Area Permissions

Area	Labor Clerk Only
01 Administration	No

Areas

Area	Description
02	Accounts Payable
03	Accounts Receivable
04	
05	
06	
07	

Team Permissions

Area	Team	Labor Clerk Only
15	01 Demo Team	No
15	02 Demo Team	No

Teams

Team	Description
01	Bonnie Davis

SYSTEM ADMINISTRATION Labor Users

FEDdesk - User Select

Name

Sort By: UserID Name

Show: Users Only All Users/Employees

UserID	Name
APPROVER1	Approver, One
APPROVER2	Approver, Two
TMRDASSISTANT	Assistant, Designated
ROSEBUD	BUD, ROSE R

User Permissions - Labor Administrator

ETAMS - User Permissions

ETAMS Permissions for: JOYCE, JAMES U

Facility: Authority:

Labor Administrator:

User Permissions - Labor Only Clerk

ETAMS - User Permissions

ETAMS Permissions for: Clerk, 01

Facility: Authority:

Labor Administrator:

Area Permissions

Area		Labor Clerk Only
01	Administration	<input type="text" value="No"/>
02	Accounts Payable	<input type="text" value="Yes"/>
03	Accounts Receivable	<input type="text" value="Yes"/>

Areas

Area	Description
13	
14	
15	Demo Area
16	
17	
18	

Team Permissions

Area	Team		Labor Clerk Only
15	01	Demo Team	<input type="text" value="Yes"/>

Teams

Team	Description
02	Demo Team
03	

SYSTEM ADMINISTRATION

Users

The Users function is used to display, add, modify or remove Facility access for UserIDs. Use this chart to find the correct procedure to set up a new UserID.

Creating UserIDs

UserID Type Needed	Name is in the 'All Users/Employees Facility List	Name is <u>not</u> in the 'All Users/Employees Facility List	See Procedure
Base User		X	1
Base User	X		2
Certifier		X	3
Certifier	X		4
Facility Coordinator	X	X	5
T&A Clerk (Timekeeper)		X	6
T&A Clerk (Timekeeper)	X		7
Labor Administrator		X	8
Labor Administrator	X		9
Labor Only Clerk		X	10
Labor Only Clerk	X		11

Note: System updates to UserID and Password changes may take 30 minutes.

1. Adding a **Base UserID** for someone who is not in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) If the name displays, go to Procedure 2. If the name is not listed, go to the next step.
 - e) Click on the *Add* button at the bottom of the User Select screen. The Detail Screen displays.
 - f) Check the *ETAMS* box to allow access.
 - g) Enter the information about this User. Required fields are: (1) SSN, (2) UserID (3) Name (Last, First, Middle) and (4) E-mail Address (government e-mail address with an extension of .gov, .edu, .mil or .org is required) See *Note* re email below.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *OK* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "Base User".
 - m) Click the *Close* button to return to the User Select screen.
 - n) Click the *Close* button to return to the **System Administration Menu**.

Note: The *Labor Administrator* field is set to 'Yes' only if this User is to be a Labor Administrator in charge of maintaining Facility Labor tables.

Note: If the email address is not known, leave blank and check the 'Email not yet available' box. No system messages can be delivered until a valid email address is entered.

2. Adding a **Base UserID** for someone whose name displays in the 'All Users/Employees' list.
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) Click on the *Detail* button at the bottom of the User Select screen.
 - e) Check the *ETAMS* box to allow access.
 - f) Enter the UserID and the User's Internet e-mail address.
 - g) Enter or change any other applicable User Detail information.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *Yes* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "Base User".
 - m) Click the *Close* button to return to the User Select screen.
 - n) Click the *Close* button to return to the **System Administration Menu**.

Note: The *Labor Administrator* field is set to 'Yes' only if this User is to be a Labor Administrator in charge of maintaining Facility Labor tables.

3. Adding a **Certifier** UserID for someone who is not in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users.'
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) If the name displays, go to Procedure 4. If the name is not listed, go to the next step.
 - e) Click on the *Add* button at the bottom of the User Select screen.
 - f) Check the *ETAMS* box to allow access.
 - g) Enter the information about this User. Required fields are: (1) SSN, (2) UserID (3) Name (Last, First, Middle) and (4) E-mail Address (government e-mail address with an extension of .gov, .edu, .mil or .org is required). See *Note* re email below.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and save your changes.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down-arrow to display the Authority types, and select *Certifier*.
 - m) Point to the Area to be assigned in the *Areas* box to display valid *Teams* for the Area in the lower box.
 - n) Drag the Team(s) from the *Teams* box (lower right side) to the *Team Permissions* box (lower left side).

Note: If all Teams in an Area are to be assigned, drag the Area number in the *Areas* box to the *Area Permissions* box.

 - o) Repeat the Area/Team assignments until all valid Area/Teams have been assigned. By default, *Signature* is 'Yes' and *Labor Clerk Only* is set to 'No'. Both of these settings can be changed.
 - p) Click the *Close* button to return to the User Select screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

4. Adding a **Certifier** UserID for someone whose name displays in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users.'
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) Click on the *Detail* button at the bottom of the User Select screen.
 - e) Check the *ETAMS* box to allow access.
 - f) Enter the UserID and the User's Internet e-mail address.
 - g) Enter or change any other applicable User Detail information.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and save your changes.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down-arrow to display the Authority types, and select *Certifier*.
 - m) Point to the Area to be assigned in the *Areas* box to display valid *Teams* for the Area in the lower box.
 - n) Drag the Team(s) from the *Teams* box (lower right side) to the *Team Permissions* box (lower left side).

Note: If all Teams in an Area are to be assigned, drag the Area number in the *Areas* box to the *Area Permissions* box.

 - o) Repeat the Area/Team assignments until all valid Area/Teams have been assigned. By default, *Signature* is 'Yes' and *Labor Clerk Only* is set to 'No'. Both of these settings can be changed.
 - p) Click the *Close* button to return to the User Select screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

Note: A government employee must be validated (i.e. not appear on the 'Employees not Validated Report') before he/she can be set up as a Certifier.

Note: A Contractor may not be set up as a Certifier.

Note: If the email address is not known, leave blank and check the 'Email not yet available' box. No system messages can be delivered until a valid email address is entered.

5. Adding or Deleting a **Facility Coordinator** UserID

All Facility Coordinators (ETAMS and TMR) must be set up by a FEDdesk System Administrator. To request or revoke Facility Coordinator access, please use the form available from the FEDdesk System web site by going to:

- <http://feddesk.gsa.gov> (FEDdesk System home page)
- Click on the **Reference** tab
- Click on **Forms**
- Select **Coordinator Form**

For FEDdesk Support information, go to the **FEDdesk System** home page (<http://feddesk.gsa.gov>). Click on the **Help** tab.

6. Adding a **Timekeeper** UserID for someone who is not in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show Box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) If the name displays, go to Procedure 7. If the name is not listed, go to the next step.
 - e) Click on the *Add* button at the bottom of the User Select screen.
 - f) Check the *ETAMS* box to allow access.
 - g) Enter the information about this User. Required fields are: (1) SSN, (2) UserID Name (Last, First, Middle) and (4) E-mail Address (government e-mail address with an extension of .gov, .edu, .mil or .org is required). See *Note* re email below.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *Yes* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "T&A Clerk". The Labor Administrator field defaults to 'No' and should be changed only if this User is to have access to Facility Labor Tables.
 - m) Point to the Area in the *Areas* box (upper right box).
 - n) Drag the appropriate Area(s) from the *Areas* box (upper right) to the *Area Permissions* box (upper left).
 - o) Repeat the Area assignments, until all valid Areas have been assigned. By default, *Labor Clerk Only* is set to 'No'. This setting can be changed.
 - p) Click the *Close* button to return to the User Select Screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

Note: If the email address is not known, leave blank and check the 'Email not yet available' box. No system messages can be delivered until a valid email address is entered.

7. Adding a **Timekeeper** UserID for someone whose name displays in the 'All Users/Employees' list.
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) Click the *Detail* button at the bottom of the screen.
 - e) Check the *ETAMS* box to allow access.
 - f) Enter the UserID and the User's Internet e-mail address.
 - g) Enter or change any other applicable User Detail information.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *Yes* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "T&A Clerk". The Labor Administrator field defaults to 'No' and should be changed only if this User is to have access to Facility Labor Tables.
 - m) Point to the Area in the *Areas* box (upper right box).
 - n) Drag the appropriate Area(s) from the *Areas* box (upper right) to the *Area Permissions* box (upper left).
 - o) Repeat the Area assignments, until all valid Areas have been assigned. By default, *Labor Clerk Only* is set to 'No'. This setting can be changed.
 - p) Click the *Close* button to return to the User Select Screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

8. Adding a Labor Administrator UserID for someone who is not in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) If the name displays, go to Procedure 9. If the name is not listed, go to the next step.
 - e) Click on the *Add* button at the bottom of the User Select screen. The Detail Screen displays.
 - f) Check the *ETAMS* box to allow access.
 - g) Enter the information about this User. Required fields are: (1) SSN, (2) UserID (3) Name (Last, First, Middle) and (4) E-mail Address (government e-mail address with an extension of .gov, .edu, .mil or .org is required). See *Note* re email below.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *OK* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the desired Authority type. A Labor Administrator can have any Authority type except 'none'.
 - m) Click the down arrow to change the *Labor Administrator* field from 'No' to 'Yes'.
 - n) Click the *Close* button to return to the User Select screen.
 - o) Click the *Close* button to return to the **System Administration Menu**.

Note: The *Labor Administrator* permission is separate from all 'Authority' types. When the *Labor Administrator* field is set to 'Yes', this UserID has access to all Facility Labor tables, which are in addition to and separate from other permissions that are granted.

Note: If the email address is not known, leave blank and check the 'Email not yet available' box. No system messages can be delivered until a valid email address is entered.

9. Adding a Labor Administrator UserID for someone whose name displays in the 'All Users/Employees' list.
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
 - b) Click 'All Users/Employees' in the Show box.
 - c) From the 'Name' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) Click on the Detail button at the bottom of the User Select screen.
 - e) Check the *ETAMS* box to allow access.
 - f) Enter the UserID and the User's Internet e-mail address.
 - g) Enter or change any other applicable User Detail information.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the Close button and Yes to the save changes message.
 - i) Enter the Password and confirmation, and then click the OK button.
 - j) Click OK on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the desired Authority type. A Labor Administrator can have any Authority type except 'none'.
 - m) Click the down arrow to change the *Labor Administrator* field from 'No' to 'Yes'.
 - n) Click the Close button to return to the User Select screen.
 - o) Click the Close button to return to the **System Administration Menu**.

Note: The *Labor Administrator* permission is separate from all 'Authority' types. When the *Labor Administrator* field is set to 'Yes', this UserID has access to all Facility Labor tables, which are in addition to and separate from other permissions that are granted.

10. Adding a Labor Clerk Only UserID for someone who is not in the 'All Users/Employees' list:
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Users*'.
 - b) Click '*All Users/Employees*' in the Show Box.
 - c) From the '*Name*' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) If the name displays, go to Procedure 11. If the name is not listed, go to the next step.
 - e) Click on the *Add* button at the bottom of the User Select screen.
 - f) Check the *ETAMS* box to allow access.
 - g) Enter the information about this User. Required fields are: (1) SSN, (2) UserID (3)Name (Last, First, Middle) and (4) E-mail Address (government e-mail address with an extension of .gov, .edu, .mil or .org is required). See *Note* re email below.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *Yes* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "*T&A Clerk*". The Labor Administrator field defaults to 'No' and should be changed only if this User is to have access to Facility Labor Tables.
 - m) Point to the Area in the *Areas* box (upper right box).
 - n) Drag the appropriate Area(s) from the *Areas* box (upper right) to the *Area Permissions* box (upper left).
 - o) Click the down arrow to change the *Labor Clerk Only* field to '*Yes*'. When set to '*Yes*', access is given to Labor records only for this Area. Timecards for the Area become view only. Repeat this step for each *Labor Clerk Only* assignment.
 - p) Click the *Close* button to return to the User Select Screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

Note: If the email address is not known, leave blank and check the 'Email not yet available' box. No system messages can be delivered until a valid email address is entered.

11. Adding a Labor Clerk Only UserID for someone whose name displays in the 'All Users/Employees' list.
 - a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Users*'.
 - b) Click '*All Users/Employees*' in the Show box.
 - c) From the '*Name*' field, enter the person's last name. As you enter the name, the list is searched. The User's name is highlighted if the name is found.
 - d) Click the *Detail* button at the bottom of the screen.
 - e) Check the *ETAMS* box to allow access.
 - f) Enter the UserID and the User's Internet e-mail address.
 - g) Enter or change any other applicable User Detail information.
Note: The **Country** field defaults to United States. Use the drop-down to change if needed.
 - h) Click the *Close* button and *Yes* to the save changes message.
 - i) Enter the Password and confirmation, and then click the *OK* button.
 - j) Click *OK* on the NT confirmation message and go back to the User Select screen.
 - k) Click the *ETAMS Permissions* button.
 - l) Click the down arrow to select the Authority type of "*T&A Clerk*". The Labor Administrator field defaults to 'No' and should be changed only if this User is to have access to Facility Labor Tables.
 - m) Point to the Area in the *Areas* box (upper right box).
 - n) Drag the appropriate Area(s) from the *Areas* box (upper right) to the *Area Permissions* box (upper left).
 - o) Click the down arrow to change the *Labor Clerk Only* field to '*Yes*'. When set to '*Yes*', access is given to Labor records only for this Area. Timecards for the Area become view only. Repeat this step for each *Labor Clerk Only* assignment.
 - p) Click the *Close* button to return to the User Select Screen.
 - q) Click the *Close* button to return to the **System Administration Menu**.

Use this chart to find the right procedure to modify an existing UserID.

UserID Task	See Procedure
Changing a User's Password	12
Removing a UserID	13
Modifying UserID Information	14
Modifying Area / Team Assignment	15

12. Changing a User's Password:

- a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Users*'.
- b) Click in the *Name* field and enter the last name to display and highlight the desired name.
- c) Click the *Detail* button at the bottom of the screen.
- d) Click the *Change Password* button.
- e) Enter the new Password and confirmation. (see criteria below)
- f) Click the *OK* button and return to the Detail Screen.
- g) Click *OK* on the *Change Password* confirmation message and go back to the User Select screen.
- h) Click the *Close* button to return to the **System Administration Menu**.

The criteria for FEDdesk Passwords are:

- Must be at least 8 characters long
- Must begin and end with an alpha character
- Must have at least one numeric value
- Must have either: A mixture of upper and lower case letters with at least one capital letter OR, one special character
- Must be changed every 90 days
- Cannot be 'reused' within 4 changes
- Cannot contain all or part of your name or your UserID
- Case sensitive: Passwords must be typed exactly as originally defined

Note: Please wait 30 minutes for Password updates to take effect before logging on.

Note: The Facility Coordinator can change a User's Password to a default. This allows the User to get logged on to FEDdesk. After log on, the User should change his/her own Password again to something secure.

13. Removing a UserID:

- a) From the **Maintenance Menu**, highlight **FEDdesk**, select '*Users*'.
- b) Click in the *Name* field and enter the last name to display and highlight the desired name.
- c) Click the *Detail* button at the bottom of the screen.
- d) Remove the check mark from the *ETAMS* box.
- e) Click the *Close* button and respond to the 'remove permissions' message appropriately.
- f) Respond '*Yes*' to "Do you want to save changes" and go back to the User Select screen.
- g) Click the *Close* button to return to the **System Administration Menu**.

Note: This procedure removes User access to this Facility only and not to any other Facility to which there may be access. If this is the only Facility that this UserID was assigned, the UserID field is cleared.

14. Modifying UserID Information:

- a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
- b) Click in the *Name* field and enter the last name to display and highlight the desired name.
- c) Click the *Detail* button at the bottom of the screen.
- d) Click the field(s) that require modification and make the changes.
- e) Click the *Close* button to return to the User Select screen.
- f) Click the *ETAMS Permissions* button and enter any necessary changes.
- g) Click the *Close* button to return to the User Select screen.
- h) Click the *Close* button to return to the **System Administration Menu**.

15. Modifying Area /Team Assignments:

- a) From the **Maintenance Menu**, highlight **FEDdesk**, select 'Users'.
- b) Click in the *Name* field and enter the last name to display and highlight the desired name.
- c) Click the *ETAMS Permissions* button.
- d) To Enable an Area - Drag the Area number from the *Areas* box in the upper right to the *Area Permissions* box in the upper left. This User now has permission to access All Teams in this Area.
OR
To Enable a Team - Point to the Area in the *Areas* box in the upper right and drag the Team number in lower right to the *Teams Permissions* box in the lower left. This User now has permission to access only the selected Team(s) in the selected Area.
- e) To Disable an Area - Drag the Area number from the *Area Permissions* box in the upper left back to the *Areas* box in the upper right. Access to this Area is now taken away .
OR
To Disable a Team - Point to the Area in the *Areas* box and drag the Team number in the lower left back to the *Team* box in the lower right. Access to this Team is now taken away.
- f) Click the down arrow to change the *Signature* if needed.
- g) The *Labor Clerk Only* field defaults to 'No'. When set to 'Yes', access is given to Labor records only for this Area/Team. Timecards for this Area/Team become view only.
- h) Repeat the Area/Team procedures until all valid Areas/Teams have been enabled/disabled.
- i) Click the *Close* button to return to the User Select screen.
- j) Click the *Close* button to return to the **System Administration Menu**.

Note: The *Labor Administrator* field is set to 'Yes' only if this User is to be a Labor Administrator in charge of maintaining Facility Labor tables.

Note: The **Certifier** usually has permission to access only certain Teams within the Area and not the entire Area.

COURSE REVIEW

Name: _____

Date: _____

Using the ETAMS Main Menu or the Maintenance Menu, name the menu option used to perform the tasks listed below. Match Column A with Column B. Options in Column B can be used more than once.

	Column A	Column B
1. _____	Add a new Team.	A. Area/Teams
2. _____	Look at a Timecard from the last Pay Period.	B. History
3. _____	Verify that Leave Balances have been Updated.	C. Users/Employees
4. _____	Change a Password for a Timekeeper or Certifier.	D. Payroll Corrections
5. _____	Change an Area/Team assignment.	E. Reports
		F. Amendments
6. _____	Add a new Area assignment for a Timekeeper.	G. Block Numbers
		H. Timecards
7. _____	Give a Certifier access to another Area.	I. Base Schedules
8. _____	Timecards corrected by Payroll	

Using the Facility Coordinator Schedule of Events, what Week, Day and Time are these tasks scheduled during the two-week cycle? Put a star by the tasks that can be performed more than once.

	Week	Day	Time	Task
	1/2	M-F		
9. _____	_____	_____	_____	Verify the Initialization of a new Pay Period File..
10. _____	_____	_____	_____	Verify the Update of Leave Balances.
11. _____	_____	_____	_____	Verify that Payroll Corrections have been returned to the Facility.

Answer the following questions by filling in the blanks.

12. What is your ETAMS Region Code (If Applicable)? _____
13. What is your ETAMS Agency Code? _____
14. What is your ETAMS Facility ID? _____
15. How many Areas are set up for your Facility? _____

COURSE EVALUATION

Course Title: ETAMS FACILITY COORDINATOR TRAINING

Date _____ Location _____

Instructor(s) _____

Please mark your response to the statements below using these codes:

- | | |
|-----------------------|-------------------|
| 1 - Poor | 4 - Above Average |
| 2 - Needs Improvement | 5 - Very Good |
| 3 - Satisfactory | 6 - Excellent |

Course Content

- _____ 1. The course was well organized.
- _____ 2. The topics discussed held my attention.
- _____ 3. Class time was used effectively.
- _____ 4. The course outline was easy to follow.
- _____ 5. The course materials were helpful.
- _____ 6. The material covered was relevant to my duties.
- _____ 7. The course material was presented at a level that I understood.

Job Performance

- _____ 8. This course has increased my T&A record processing knowledge.
- _____ 9. I feel comfortable with ETAMS now that I have attended this course.

Instructor Evaluation

- _____ 10. The instructor was well organized.
- _____ 11. The instructor was knowledgeable about the topic.
- _____ 12. The instructor communicated ideas effectively.
- _____ 13. The instructor was available for questions.

Please comment on each question below.

14. Which topic(s) would you like to have discussed in more detail?

15. What were the strong points of the class?

16. What were the weak points of the class?