

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

NOTES FOR THE ETAMS FACILITY COORDINATOR SCHEDULE

April 2004

- **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 FEDdesk Support (816-823-3035 or Feddesk.helpdesk@gsa.gov) 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 an employee 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 an employee name appears on the 'Employees Not Validated' Report, their records cannot be signed and therefore cannot be collected.