

ETAMS TIMEKEEPER & LABOR CLERK SCHEDULE

April 2004

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
<p><b>ETAMS Lockout</b> 3:30AM – 5:30AM CST <b>Timecards &amp; Labor Records Are Created Today for the New Pay Period</b> <i>(See Note 11)</i></p> <p><i>Hawaii Exception</i> <i>(See Note 3b)</i></p>	<p><b>ETAMS Lockout</b> 1:30PM – 4:00PM CST <b>Timecards &amp; Labor Records Are Collected Today for Last Pay Period</b> <i>(See Note 11)</i></p> <p><b>BEFORE 1:00PM CST</b> <b>Timecards</b> <i>(See Notes 2, 3, 4, 5, 6, 7, 9 &amp; 13)</i></p> <ol style="list-style-type: none"> <li><b>1. Complete Timecards</b></li> <li><b>2. Complete Labor Records</b></li> <li><b>3. Obtain Signatures</b></li> </ol>			<p>12:30AM – 3:00AM CST <b>Processed Timecards and Amendments are moved to History</b></p> <p><b>ETAMS Lockout</b> 3:30AM – 5:30AM CST <b>Payroll Corrections &amp; Leave Balance Data are Returned Today</b> <i>(See Note 11)</i></p> <p><b>ANYTIME</b> <b>Payroll Corrections</b> <i>(See Note 10)</i> <b>Review Payroll Corrections</b></p> <p><b>Leave Balances</b> <b>Review Leave Balances on Timecard</b></p>		
<p>Timecards, Labor Data &amp; Amendments can be entered daily. <i>(See Note 1)</i></p> <p>Amendments are collected daily <i>(See Notes 4, 5, 6 &amp; 8)</i></p>						<p>→</p> <p>→</p>
WEEK 2 SUNDAY	MONDAY	TUESDAY	OFFICIAL PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<p><b>Base Schedules</b> <i>(See Notes 4, 12)</i> <b>Add, Modify, Obtain Signatures</b></p>	
						<p>→</p> <p>→</p>

## NOTES FOR THE ETAMS TIMEKEEPER & LABOR CLERK SCHEDULE

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- **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. Data Entry: (a) Timecard and Labor data can be entered every day of the Pay Period.  
(b) Amendments can be entered every day of the Pay Period. However, Amendments for last Pay Period cannot be created until the 1st Thursday, which is after Timecards for last Pay Period have been moved to History.
2. The deadline for completion of Timecards and Labor records is 1:00PM CST on Monday (Week 1). For exceptions, see *Note 3*
3. 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.
4. 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 employee has no Timecard or Labor record picked up for the Pay Period. When an Amendment is not Signed at collection time, it stays in the Amendment file and is not collected until it is signed.
5. 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.
6. Signed Timecards and Amendments that are modified, become unsigned. These records must then be re-certified.
7. Timecards can be Reviewed and Signed anytime BEFORE the deadline. Contact the Certifier when records are ready for Signature.
8. 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.
9. When an employee is leaving your ETAMS Facility or the Agency, follow instructions given in on-line help to 'Process an Employee Leaving the Facility or Agency'.
10. 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.
11. During this process, access to ETAMS is blocked. Lockout times are approximate.
12. Add/Modify Base Schedules & Labor Defaults before COB **TODAY** to have the additions/changes in effect for next Pay Period.
13. When an employee name appears on the 'Employees Not Validated' Report, their records cannot be signed and therefore cannot be collected.