

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

ETAMS
TIMEKEEPER TRAINING

Publication Number: timekeeper

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ETAMS tasks.

April 2004

ETAMS Timekeeper Training
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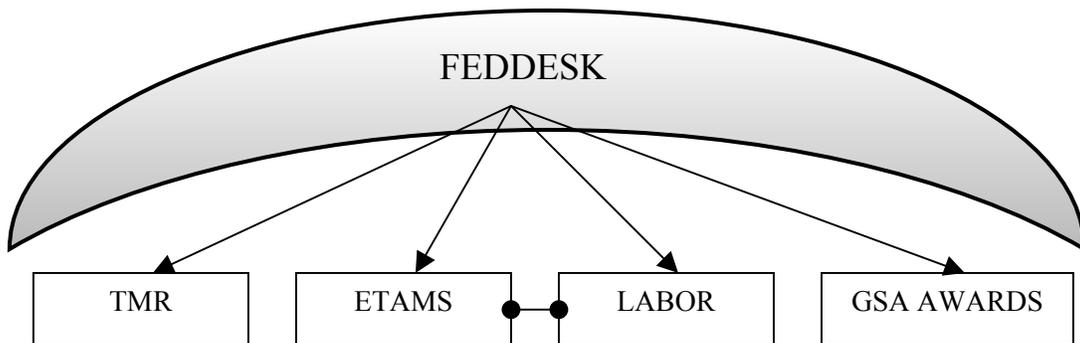
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ETAMS Timekeeper Training

COURSE OUTLINE

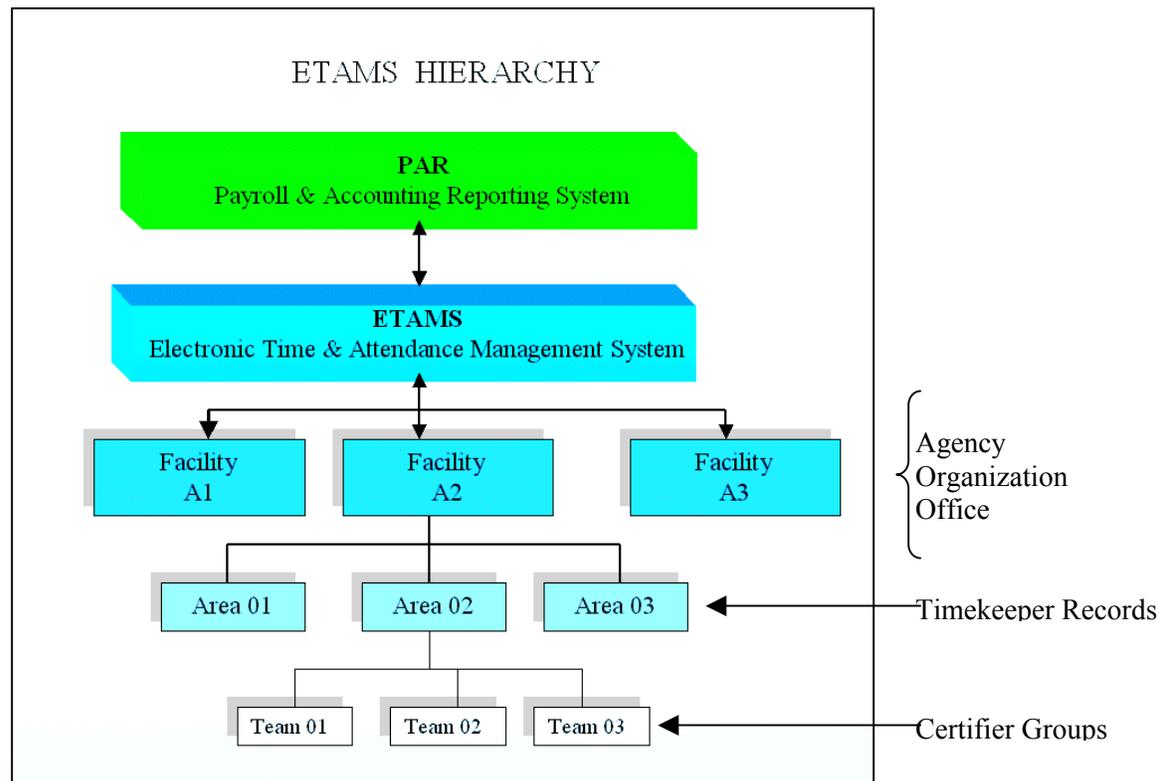
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FEDDESK OVERVIEW



View FEDdesk lessons at http://feddesk.gsa.gov/feddesk_video.htm

- FEDdesk – FEDdesk Overview
- ETAMS – ETAMS Overview
- Labor – Labor Overview



TIMEKEEPER RESPONSIBILITIES

The ETAMS Timekeeper is responsible for maintaining ETAMS Base Schedules and preparing and completing employee Timecards. Some Timekeepers are also Labor Clerks and are responsible for completing the Labor record for the Pay Period. After Timecards and Labor records are complete, the Timekeeper is responsible for obtaining signatures on all records before the scheduled collection time.

ETAMS tasks to be performed each Pay Period:

1. Add new employees into the ETAMS Base Schedule.
2. Enter a Labor Default Schedule for the employee.
3. Resolve with the National Payroll Center any ETAMS employee record that is not validated.
4. Obtain Signatures for Base Schedules.
5. Complete Timecards and Labor records for the Pay Period.
6. Obtain Signatures for all unsigned records.
7. Verify that Timecards are ready for collection before the deadline.
8. Complete Amendments.
9. Obtain Signatures for Amendments.
10. Review Corrections and 'Complete' the Review.

All of the above tasks must be performed on scheduled days in accordance with the existing Pay Period schedule.

ETAMS tasks to be performed as required:

1. Process employee records when they leave the Facility.
2. Delete employee records when they are no longer needed.
3. Submit changes to Timecards and Labor records (Amendments) as needed.
4. Resolve rejected Timecards (Payroll Corrections) with payroll as soon as possible.

Report Problems and Questions to: ETAMS Facility Coordinator

Skills required to perform these tasks:

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

Suggested training:

- Completion of the ETAMS Timekeeper training course.

Suggestions for Timekeeper appointments:

1. It is recommended that persons with minimal travel responsibilities handle FC and Timekeeper duties. ETAMS tasks must be performed on a set schedule. If the ETAMS person is not available to perform a specific task at the appointed time, backup persons must have enough experience to perform the tasks.
2. It is best to have one Timekeeper for every 30-50 Timecards. Fewer people involved in Timekeeping procedures will keep the Facility running smoothly.
3. The Timekeeper and the alternate should rotate responsibilities so that both people are up to date with current Timekeeping procedures.

ETAMS TIMEKEEPER & LABOR CLERK SCHEDULE

April 2004

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
<p><i>ETAMS Lockout</i> 3:30AM – 5:30AM CST <i>Timecards & Labor Records Are Created Today for the New Pay Period</i> (See Note 11)</p> <p><i>Hawaii Exception</i> (See Note 3b)</p>	<p><i>ETAMS Lockout</i> 1:30PM – 4:00PM CST <i>Timecards & Labor Records Are Collected Today for Last Pay Period (See Note 11)</i></p> <p>BEFORE 1:00PM CST Timecards (See Notes 2, 3, 4, 5, 6, 7, 9 & 13) 1. Complete Timecards 2. Complete Labor Records 3. Obtain Signatures</p>			<p>12:30AM – 3:00AM CST <i>Processed Timecards and Amendments are moved to History</i></p> <p><i>ETAMS Lockout</i> 3:30AM – 5:30AM CST <i>Payroll Corrections & Leave Balance Data are Returned Today (See Note 11)</i></p> <p>ANYTIME Payroll Corrections (See Note 10) Review Payroll Corrections</p> <p>Leave Balances Review Leave Balances on Timecard</p>		
<p>Timecards, Labor Data & Amendments can be entered daily. (See Note 1)</p> <p>Amendments are collected daily (See Notes 4, 5, 6 & 8)</p>						
WEEK 2 SUNDAY	MONDAY	TUESDAY	OFFICIAL PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<p>Base Schedules (See Notes 4, 12) Add, Modify, Obtain Signatures</p>	
<p>Timecards, Labor Data & Amendments can be entered daily. (See Note 1)</p> <p>Amendments are collected daily (See Notes 4, 5, 6 & 8)</p>						

NOTES FOR THE ETAMS TIMEKEEPER & LABOR CLERK 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. 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.

IMPORTANT ETAMS REMINDERS

1. To access FEDdesk, always start from the FEDdesk 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 employee 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. 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.
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'.

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:

1. Double click on your browser icon (Explorer, Navigator, etc.) to access the Internet.
2. Position your cursor at the beginning of the Address field and enter the location of the FEDdesk Home page: **http://feddesk.gsa.gov/**. Press the Enter key. Wait for connection.
3. From the FEDdesk home page, single click on the FEDdesk desktop image to start FEDdesk.
4. From the 'Windows NT' logon screen, enter your UserID (7-15 characters) and press the Tab key.
5. Enter your Password and press the Enter key or click 'OK'.

Note: See Password criterion below.

Note: The 'Domain' field (6BC_FEDDESK) should not be changed.

After a valid Username and Password is entered, the FEDdesk splash screen displays.

6. Click on the Clock to go to the ETAMS Main Menu.

To Logoff **ETAMS/FEDdesk**:

1. From any ETAMS screen, click the 'X' in the upper right hand corner to close the current screen. Repeat this until the FEDdesk splash screen displays. Choosing the 'File' Menu and then 'Exit' does the same thing.
2. From the FEDdesk splash screen, click the EXIT sign over the door.
3. From the FEDdesk Home Page, select another location or exit the Internet and return to Windows.

CHANGING YOUR PASSWORD

Use this procedure to change your ETAMS Password.

From the FEDdesk splash screen:

1. Click '**Doorknob**' to display the 'Change Password' screen.
2. Enter your New Password. The criterion 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
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: 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.

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: Contact the Certifier to have the records signed immediately. 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

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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.**

Action to be taken: Contact the Payroll Office immediately to determine if the SSN is correct. 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/R/W/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

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Print Close

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.

EXCEPTION CODES

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

07	FLSA Hours Worked	50	Sick Leave
09	Make Up Hours Before OT	51	Regular. Military
10	Regular Scheduled OT	52	Law Enforcement Military
11	Holiday Worked	53	DC Nat Guard Military
12	Sunday Premium	54	Award Leave Used
13	Comp. Time Earned	55	Furlough (Over 30 Days)
14	Irregular Scheduled OT	56	Lack of Funds (Over 30 Days)
15	Call Back OT	57	FMLA - Family
17	OT Rotating Shift	58	FMLA - Employee
20	Second Shift Night Diff	59	Suspension
22	EDP Act. Expose / OT 4%	60	LWOP
23	EDP Act. Expose / OT 6%	61	AWOL
24	EDP Act. Expose / OT 25%	62	Actual Exposure - 4%
25	EDP Act. Expose / OT 50%	63	Actual Exposure - 6%
27	FFL - Family	64	Actual Exposure - 25%
28	FFL - Funeral	65	Actual Exposure - 50%
29	FFL - Adoption	66	Hours In Pay Status - 4%
30	Third Shift Night Diff	67	Hours In Pay Status - 8%
34	Furlough Regular	68	Hours In Pay Status - 25%
35	Furlough Lack of Funds	80	Volunteer Leave
36	Credit Hours Earned	81	COP Used #1
37	Credit Hours Used	82	COP Used #2
40	Annual Leave	83	COP Used #3
41	Comp. Time Used	84	Other Paid Absences
42	Court Leave	85	Donated Leave Used
44	Restored Leave #1	87	LWOP Workman's Comp Used
45	Restored Leave #2		
46	Religious Comp Earned		
47	Religious Comp Used		
48	Home Leave		

LABOR: The 02 – Holiday Observed code is automatically inserted on the timecard and Labor record for the holiday. Do nothing on the timecard if the holiday is taken as shown. Move as needed for the 'In lieu of holiday' taken.

PROCESSING EMPLOYEES LEAVING THE FACILITY

Use one of these two procedures to complete the last Timecard submitted for an employee leaving the ETAMS Facility.

(1) An employee moves from one ETAMS Facility to another ETAMS Facility within the Agency.

1. Complete the Timecard for the entire Pay Period, as usual.
2. **ONLY ONE TIMECARD CAN BE SUBMITTED FOR AN EMPLOYEE EACH PAY PERIOD.** If the employee is leaving in the middle of the Pay Period, contact the gaining Facility to find out the work schedule of the employee for the remainder of the Pay Period. Timekeepers from the gaining and losing Facilities must be in agreement as to when the losing Facility will send in the last Timecard for the Pay Period and when the gaining Facility will enter the first Timecard for the Pay Period.
3. Enter a 'Remark' on the Timecard to indicate the employee move from one Facility to another.
4. Have the Timecard signed and ready for collection as scheduled.
5. Check Timecards, 'All Pay Periods' to see if there are any **FUTURE** Timecards for the employee that are not needed. These future Timecards must be deleted. With the future Timecard on the screen, select the File Menu and then select 'Delete Timecard'.
6. Go to the Base Schedule and change the status of the employee from 'Active' to 'Inactive'.
Note: The Inactive status allows the employee's records (Base Schedule, History) to be picked up by the gaining Facility, and, the Inactive status will not generate new Timecards.
Note: Employees with Amendments cannot be made 'Inactive' until all Amendments have been collected. Signed Amendments are collected daily, after normal business hours.
7. Contact the gaining Facility to make sure that the employee is entered into their Base Schedule, with a status of 'Active', ready for the next Pay Period.

Note: After the gaining Facility has added the employee to the Base Schedule, the employee's Base Schedule in the losing Facility is automatically deleted.

(2) An employee leaves the Agency because of retirement, separation, death, or moving to another Agency.

1. Complete the Timecard for the entire Pay Period, as usual. Change the Separated Indicator (Sep Ind) from 'No' to 'Yes'. This lets the Payroll Office know that this is the last Timecard for the employee.
2. Enter a 'Remark' on the Timecard to note the employee's last work-day (i.e. 'Separated as of COB MM/DD/YY', where the date is the last working day).
3. If the employee is leaving in the middle of the Pay Period, enter a 9000 code for EVERY day of the tour that is not worked.
4. Have the Timecard signed and ready for collection as scheduled.
5. Check Timecards, 'All Pay Periods' to see if there are any **FUTURE** Timecards for the employee that are not needed. These future Timecards must be deleted. With the future Timecard on the screen, select the File Menu and then select 'Delete Timecard'.
6. Verify that there are no Payroll Corrections for the employee. If so, Review and take action.
7. Verify that there are no Amendments for the employee waiting to be collected. If so, contact the Certifier immediately so that the amendment can be collected tonight.
8. Go to the Base Schedule and change the status of the employee from 'Active' to 'Inactive'.
Note: The Inactive status allows the employee's records (Base Schedule, History) to be picked up by another Agency, and, the Inactive status will not generate new Timecards.
Note: Employees with Amendments cannot be made 'Inactive' until all Amendments have been collected. Signed Amendments are collected daily, after normal business hours.
9. In case of retirement, separation or death, 'Delete' the employee's Base Schedule only after the employee's records are no longer needed.

ADDING AN AMENDMENT

An Amendment is a Timecard from a previous Pay Period that needs modification. Amendments can be entered every day. However, Amendments for last Pay Period cannot be added until the first Thursday of the new Pay Period.

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.

Perform the following steps to add an Amendment.

1. From the ETAMS Main Menu, click on **Amendments**. The Select screen shows all the Amendments currently on file.
2. From the 'List' box, click the 'Base Schedule' radio button . The Base Schedule list of names displays.
Note: Alternately, click in the 'SSN' field in the upper center portion of the screen. Enter the employee's SSN. Go to step 4 in this procedure.
3. Click once on the Name of the employee for whom you want to create an Amendment.
4. Select the Year and PP (Pay Period) number in the upper center portion of the screen, by clicking on the down arrow, to display the appropriate Year and Pay Period number for the Amendment.
5. Click **OK**. A message displays to tell you that the Amendment does not exist and asks if you want to add it.
6. Click **Yes** if the SSN, employee Name, and Pay Period/Year displayed are correct. One of three scenarios occurs:
 - If the Amendment is for last Pay Period and it is Sunday, Monday, Tuesday or Wednesday of the 1st week of the new Pay Period, a message displays: 'Amendments for this Pay Period cannot be added until Thursday.' Wait until Thursday to add the Amendment.
 - If the Amendment is for an employee who has a History record for the Pay Period, the Timecard displays. Make any needed changes to the record.(OR)
 - If the Amendment is for an employee who has no History record for the specified Pay Period, a blank Timecard displays. Complete the entire Timecard, including the Regular Tour of Duty, any transactions that were originally submitted, plus any changes or additions that need to be submitted.*Note:* To delete an Amendment, after displaying the record, select File, Delete Amendment.
7. Enter a 'Remark' to inform Payroll and the Certifier as to why this Amendment was needed.
8. When all Amendments are entered, notify the Certifier. Signed Amendments are collected daily, after normal business hours. Amendments for last Pay Period are not collected until the first Friday of the new Pay Period and every night after that.

ADDING A NEW EMPLOYEE

To add a new employee to ETAMS, perform the following steps:

1. From the ETAMS Main Menu, click on *Base Schedules*. Either
 - add the new employee by clicking in the SSN field, enter their SSN and click *OK*,
or
 - if the employee name is listed but has not been assigned an Area/Team, highlight the employee and click the 'OK'.
2. Respond 'Yes' to the question asking if you want to add a Base Schedule. A blank Base Schedule record displays. Fill in all appropriate information across the top and down the right side of the screen: Name, Status, Area/Team, Tour of Duty (Full-time/Part-time/Intermittent), AWS, and labor information if applicable. Then fill in the appropriate hours on the left hand side of the record. (For complete information see 'How to Add a Base Schedule Record' in the ETAMS online Help.)
3. When the Base Schedule record is complete, notify the certifier and ask them to sign the record.

Note: Labor facilities receive a message that the Labor Default schedule must be completed. For complete information see 'How to Setup a Labor Default in the ETAMS online Help.'

To manually create the employee's Timecard for the current Pay Period, perform the following steps:

Note: If the new employee's Base Schedule record is established before the new Pay Period records are created, the Timecard is automatically created at the time of initialization. Perform these steps only when the new Base Schedule record is entered after the Pay Period records have been created.

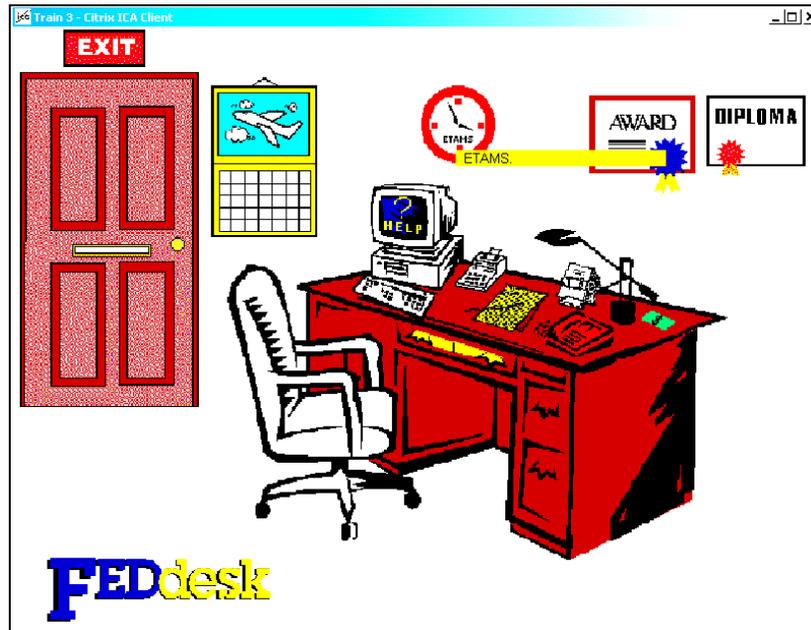
4. From the ETAMS Main Menu, click on Timecards.
5. From the 'Timecard Select' screen, go to the 'List' box located in the upper right portion of the screen and click the Base Schedule radio button. The Base Schedule list of names displays.

Note: Alternately, click in the 'SSN' field and enter the employee's SSN. Go to step 7.
6. Click once on the Name of the employee you wish to add.
7. Go to the 'View' box and click Timecards Only.
8. Go to the 'Period' field and click the down arrow. Highlight the Pay Period number for which the Timecard is to be created. (The Pay Period number should now display in the 'Period' field.)
9. Click the 'OK' button. The message "Timecard does not exist. Do you want to add it?" displays.
10. Click Yes. The information from the employee's Base Schedule record is copied to create a Timecard for the current Pay Period.
11. If needed, make any "exception" changes to the record.
12. If changes were made and signature removed, when completed notify the Certifier for Signature.

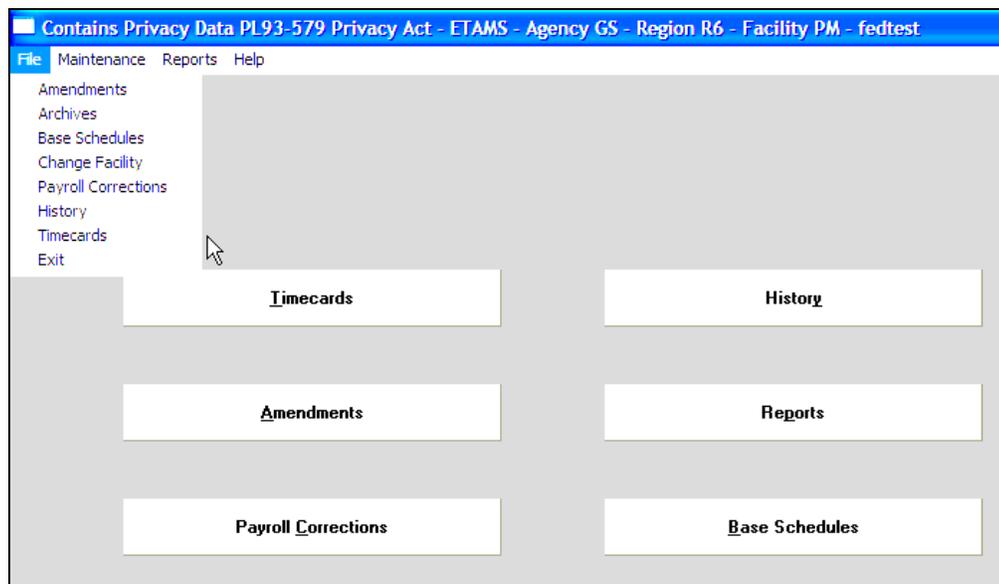
Note: This procedure is only required when the employee record is either not in the Base Schedule or the status of the record is changed from 'Inactive' to 'Active' after the automatic initialization of the new Pay Period takes place. Once an 'Active' employee record is in the Base Schedule, the Initialization process will automatically create the new Timecard from now on.

ETAMS SCREENS

FEDdesk Splash Screen



ETAMS Main Menu



ETAMS 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
JOYCE, JAMES U	Yes	15	01	Signer, Angela 1
MITCHELL, MARGARET R	Yes	15	01	
MOBLEY, EILEEN	Yes	15	02	Signer, Bob 1
OVERLAND, RICHARD S	Yes	16	01	Signer, Charles 1
SCOTT, MARY P	Yes	15	02	
SMITH, KARREN	Yes	15	02	Signer, Bob 1
STEWART, MARTHA	Yes	15	01	Signer, Angela 1
WADE, DARLENE	Yes	15	01	Signer, Angela 1
WINDSOR, EDWIN I	Yes	15	02	Signer, Bob 1

Base Schedule – Employee Detail

Status: Active
 Block: OM015
 Area/Team: 15 / 01
 Sep Ind: No
 Full/Pt: Full Time
 AWS: No
 Meal Start: 0000
 Meal Stop: 0000
 Fed Payroll: Yes
 Labor Emp: Yes
 Craft Code:
 Multiplier: 1.
 Add On:
 Ext Leave: No
 Restricted: Yes

Last Signed by: Signer, Angela 1 (1/29/03 16:34)
 Last Changed by: Clerk, 15 (1/29/03 16:15)

ETAMS SCREENS

Timecards – Timecard Select

ETAMS - Timecard Select

File Reports Sign/Unsign Help

SSN: - -
Name: _____

Year: 2003
Period: 3

Select Optional Area/Team
Area: _____ Team: _____

Display:
 Signed
 Unsigned
 All
 Selected Pay Period
 All Pay Periods

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		
2003	3	JOYCE, JAMES U	Yes	15	01		
2003	3	MITCHELL, MARGARET R	Yes	15	01	Signer, Angela 1	
2003	3	MOBLEY, EILEEN	Yes	15	02		
2003	3	OVERLAND, RICHARD S	Yes	16	01		
2003	3	SCOTT, MARY P	Yes	15	02	Signer, Bob 1	
2003	3	SMITH, KARREN	Yes	15	02	Signer, Bob 1	
2003	3	STEWART, MARTHA	Yes	15	01		
2003	3	WADE, DARLENE	Yes	15	01	Signer, Angela 1	

Timecards – Employee Detail

ETAMS - Timecard

File Reports Sign/Unsign Help

Name: HALL, ROBERT
Period: 2003 3

Area: 15 Team: 01

05 10 40 42 50 51

Show Supp
Supp Exists

Day	Start	Stop	Code	Start	Stop	Code	Start	Stop	Code	Start	Stop
01/12/03	1	Su	9000								
01/13/03	2	Mo	080H								
01/14/03	3	Tu	080H	13	015H						
01/15/03	4	We	080H	13	015H						
01/16/03	5	Th	080H	41	030H	50	020H	40	010H		
01/17/03	6	Fr	080H								
01/18/03	7	Sa	9000								
01/19/03	8	Su	9000								
01/20/03	9	Mo	080H	02	080H						
01/21/03	10	Tu	080H								
01/22/03	11	We	080H								
01/23/03	12	Th	080H								
01/24/03	13	Fr	080H								
01/25/03	14	Sa	9000								

YR/PP: 2003/2
Annual: 243
Sick: 736.5
Comp: 0
LWOP: 0
Block: OM015
FLSA: E
FPS: CA

Sep Ind: No
Meal Start/Stop: 0000 0000
Full/PT: Full Time
AWS: No

Remarks: _____

Last Signed by: Signer, Angela 1 (1/29/03 16:35)
Last Changed by: Clerk, 15 (1/29/03 16:19)
Clerk, 05 (1/27/03 11:18)

ETAMS SCREENS

Amendments – Amendment Select

ETAMS - Amendment Select

File Reports Sign/Unsign Help

SSN: --
Name: _____

Year: 2003
Period: _____

Select Optional Area/Team
Area: _____ Team: _____

Display:
 Signed
 Unsigned
 All
 Selected Pay Period
 All Pay Periods

View:
 Amendments Only
 Labor Only
 Both

List:
 Base Schedule
 Amendments

OK Cancel

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

ETAMS - Amendment

File Reports Sign/Unsign Help

Name: BUD, ROSE R
Period: 2003 1

Area: 15 Team: 01

Show Supp: No Supp

YR/PP: 2003/2
Annual: 265.5
Sick: 123
Comp: 0
LWOP: 0
Block: DM015
FLSA: E
FPS: GS

Sep Ind: _____
Meal Start/Stop: 0000 0000
FullWPT: Full Time
AWS: No

Day	Start	Stop	Code	Start	Stop	Code	Start	Stop	Code	Start	Stop
12/15/02	1	Su	9000								
12/16/02	2	Mo	080H								
12/17/02	3	Tu	080H								
12/18/02	4	We	080H								
12/19/02	5	Th	080H								
12/20/02	6	Fr	080H								
12/21/02	7	Sa	9000								
12/22/02	8	Su	9000								
12/23/02	9	Mo	080H	40	080H						
12/24/02	10	Tu	080H	40	080H						
12/25/02	11	We	080H	02	080H						
12/26/02	12	Th	080H	40	080H						
12/27/02	13	Fr	080H	40	080H						
12/28/02	14	Sa	9000								

Remarks: Added AL to week 2

Last Signed by: Signer, Angela 1 (1/29/03 16:35)
Last Changed by: Clerk, 05 (1/27/03 11:28)

ETAMS SCREENS

Payroll Corrections – Payroll Correction Select

ETAMS - Corrections Select
_ □ ×

File Reports Review Complete Help

SSN

Name

Select Optional Area/Team
 Area Team

Year	PP	Name	Area	Team
2002	24	CAPOTE, ANTHONY U	15	02
2002	24	HALL, ROBERT	15	01

Payroll Corrections – Employee Detail

ETAMS - Payroll Correction
_ □ ×

File Reports Help

◀ ▶

Name CAPOTE, ANTHONY U

Period 2002 24

05
10
40
42
50
51

Area 15 Team 02

Show Supp
No Supp

<input checked="" type="checkbox"/>	Day	Start	Stop	Code	Start	Stop	Code	Start	Stop	Code	Start	Stop
	11/03/02	1	Su	9000								
	11/04/02	2	Mo	9000								
	11/05/02	3	Tu	090H								
	11/06/02	4	We	080H								
	11/07/02	5	Th	090H								
	11/08/02	6	Fr	090H								
	11/09/02	7	Sa	9000								
	11/10/02	8	Su	9000								
	11/11/02	9	Mo	090H								
	11/12/02	10	Tu	090H	40	040H						
	11/13/02	11	We	090H								
	11/14/02	12	Th	090H								
	11/15/02	13	Fr	090H								
	11/16/02	14	Sa	9000								

Remarks:

Signed by: Adjustment, PARS

Last Signed by: Adjustment, PARS (1/24/03 9:48)
Last Changed by: Adjustment, PARS (1/24/03 9:48)

YR/PP 2003/2

Annual 277

Sick 2576

Comp 0

LWOP 0

Block DM015

FLSA E

FPS CA

Sep Ind

Meal Start/Stop

FullPT

AWS

April 2004

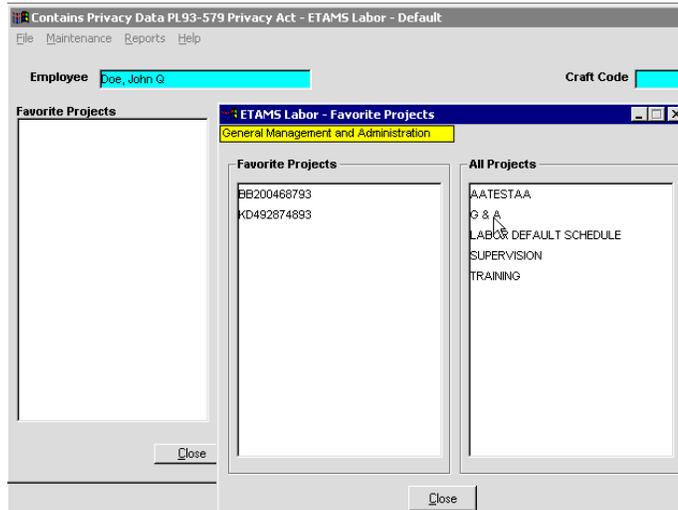
ETAMS Timekeeper Training

19

ETAMS LABOR SCREENS

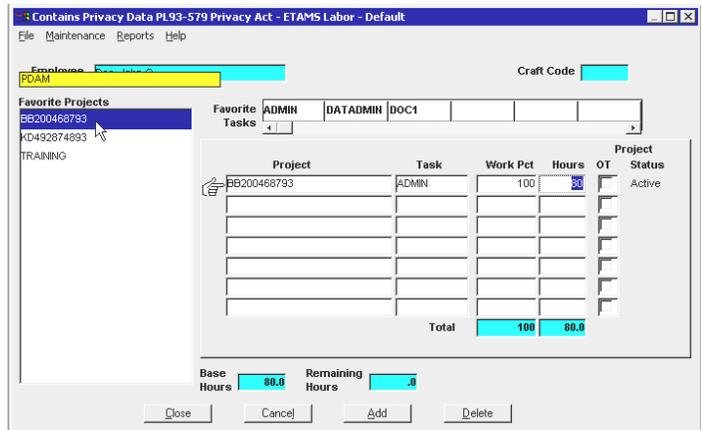
Labor Favorites

A list of 'Favorite' codes selected from the complete list of Facility Project codes can be set up for each labor employee. Right click in the 'Favorite' box to display a pop-up window. Drag a Project from the 'All' column to the 'Favorite' column on the left. Setting up a list of Favorites is optional. Either the timekeeper or the labor employee can set up the list and the list can be modified at any time.



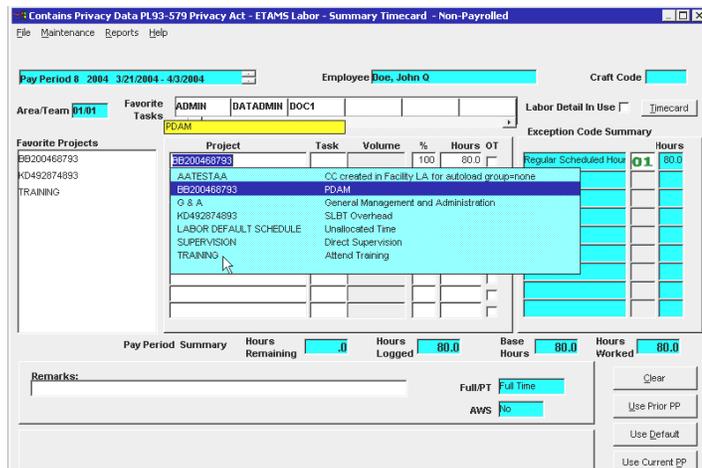
Labor Default

A Labor Default schedule must be set up for each employee. A Labor Default defines the type of work the employee normally engages in during the Pay Period. One or more Project/Task combinations can be defined. The total work time (entered as a percentage or hours) must be equal to the number of hours in the 2-week tour. The default is then copied to the Labor Summary each Pay Period and may be changed as needed.



Labor Summary

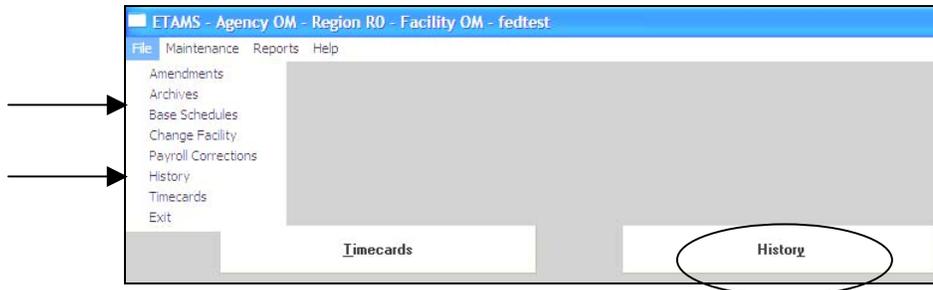
The Labor Summary is the record that is collected each Pay Period that summarizes the type of work performed by the employee. Projects and Tasks and the amount of time spent in each activity are recorded. The Labor Summary can be the same as the default, or it is changed to reflect the employee's specific work for the Pay Period. When changes are needed, always complete the timecard first and then make any necessary changes to the Labor Summary.



ARCHIVES AND HISTORY

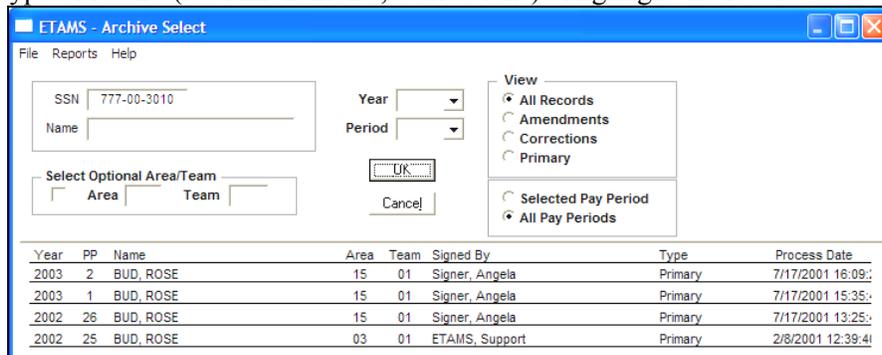
Archives and History offer two ways to view historical records. Both programs store ETAMS and Labor records. Both programs offer a way to view and print ETAMS employee records, even though the employee may have just moved from another ETAMS Facility. Archives allows you to view all records processed by Payroll for the Pay Period (i.e. Timecard, Correction, Amendment), whereas History shows you the last record processed for the Pay Period (i.e. the official record for the Pay Period).

If you want to see all records processed for the Pay Period – go to Archives. If you want to see the official record for the Pay Period (last processed) – go to History.

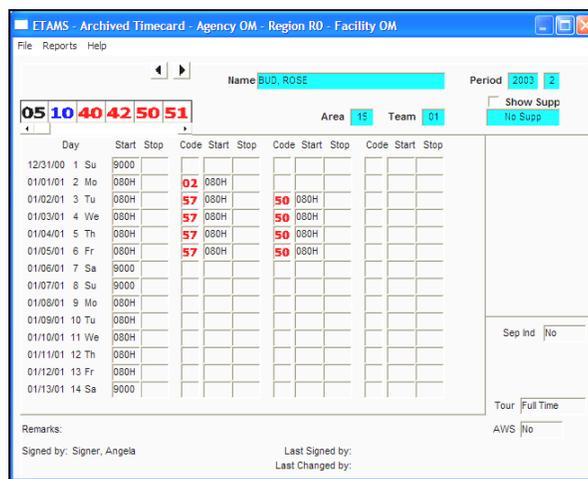


Archives

Access to Archives is from the **File** menu on the ETAMS Main Menu. After entry of a valid SSN, click 'OK' to display a list of all records found. You may also limit your search by entering a specific Year and Pay Period or choosing a specific type of record (i.e. Amendments, Corrections). Highlight the record to view and click 'OK'.



The Archive record is the record picked up by (Timecard, Amendment) and returned from (Correction) Payroll.



HISTORY

Access to History is from the ETAMS Main Menu, either by clicking on the 'History' button or by selecting the File menu and then History. Point and click on the appropriate employee name.

Name	Labor	Area	Team
BUD, ROSE R	Yes	15	01
CAPOTE, ANTHONY U	Yes	15	02
CASTRO, RICKOLAN P	Yes	17	01
HALL, ROBERT	Yes	15	01
JOYCE, JAMES U	Yes	15	01
MITCHELL, MARGARET R	Yes	15	01
MOBLEY, EILEEN	Yes	15	02
OVERLAND, RICHARD S	Yes	16	01
SCOTT, MARY P	Yes	15	02
SMITH, KARREN	Yes	15	02
STEWART, MARTHA	Yes	15	01
WADE, DARLENE	Yes	15	01
WINDSOR, EDWIN I	Yes	15	02

Select the Pay Period to view.

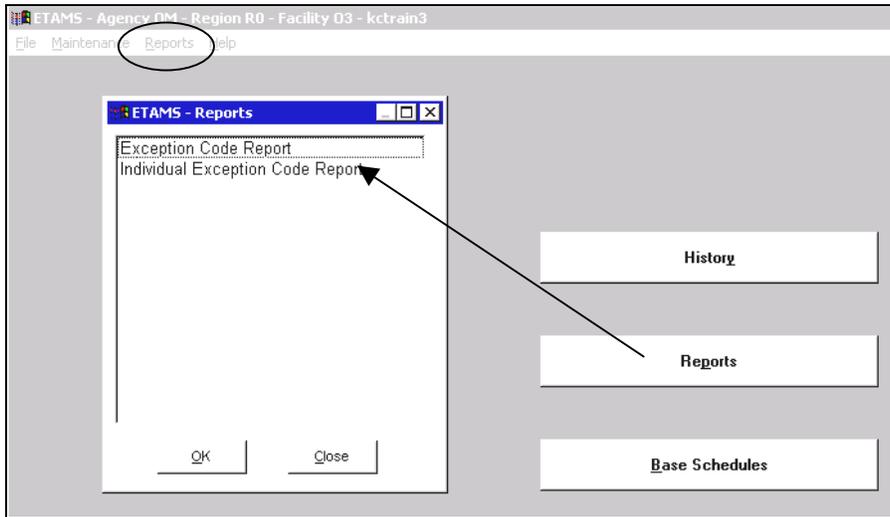
Year	PP	Name	Labor	Area	Team	Signed By
2003	2	BUD, ROSE R	Yes	15	01	Signer, Angela 1
2003	1	BUD, ROSE R	Yes	15	01	Signer, Angela 1
2002	26	BUD, ROSE R	No	15	01	Signer, Angela 1

The official Pay Period record displays, including the leave balances for the Pay Period.

Day	Start	Stop	Code	Start	Stop	Code	Start	Stop	Code	Start	Stop
12/29/02	1	Su	9000								
12/30/02	2	Mo	080H	02	080H						
12/31/02	3	Tu	080H	57	080H	50	080H				
01/01/03	4	We	080H	57	080H	50	080H				
01/02/03	5	Th	080H	57	080H	50	080H				
01/03/03	6	Fr	080H	57	080H	50	080H				
01/04/03	7	Sa	9000								
01/05/03	8	Su	9000								
01/06/03	9	Mo	080H								
01/07/03	10	Tu	080H								
01/08/03	11	We	080H								
01/09/03	12	Th	080H								
01/10/03	13	Fr	080H								
01/11/03	14	Sa	9000								

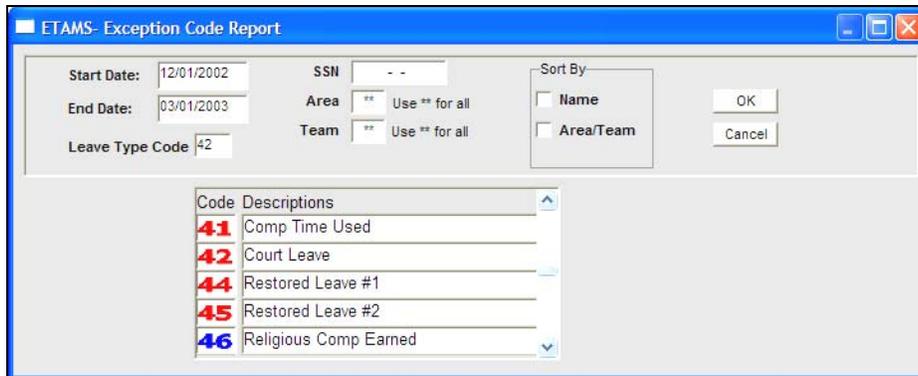
ETAMS REPORTS

ETAMS reports are accessed from the ETAMS Main Menu. Report information is generated from current Pay Period information and ETAMS History 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 employees. Search criteria includes Start / End Date, Leave Type Code (or any Exception Code), and an employee SSN or Area/Team number.



ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM				
GSA				4/3/2003
Version 4.2	Contains Privacy Data PL93-579 Privacy Act			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 the employee's SSN.

The Individual Exception Code Report lists all Exception Codes entered on an employee's 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										4/3/2003				
Version 4.2		Individual Exception Code Report										15:25:37				
R6/PM		Starting on: 12/01/2002					Ending on: 12/31/2002					Page 1 of 1				
Name: SIMONE DANDRIDGE					Area / Team: 15/01					AWS: Y						
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	Type	Hour	Total
26	12/01/2002			40	9.0	40	9.0	40	9.0	40	9.0	40	9.0			
	12/08/2002															
01	12/15/2002															
	12/22/2002							02	9.0							
02	12/29/2002			40	9.0	40	9.0									
Code	Description															Total
02	Holiday Observed															9.0
40	Annual Leave															63.0

ETAMS TIMEKEEPER EXERCISE

This exercise begins on Monday morning of a new Pay Period. The Pay Period just ended (03) has not been collected and new Pay Period timecards (04) are ready for entry.

1. Log in to the LAN:
2. Access FEDdesk and the ETAMS program.
3. Log in to ETAMS.

UserID: **ETAMS** ____ ____ **CLERK** Password: **Pass1word**

Facility Select: _____ Area: ____ ____ / Team: ____ ____

4. Base Schedules

Write down 3 Social Security numbers, with names (**LAST NAME should start with Employee letter A, B, C**) and enter Base Schedules from the information given. (If your employees normally work second/third shift, and are entitled to Night Shift Differential or Sunday Premium, add this to the Base Schedule.)

Base Schedule information must include Name (LName FName), AWS Code (Y or N), Area/Team, Status (Active or Inactive), and (Full Time / Part Time / Intermittent). Use the same Area/Team assignment for all of your entries. Leave the Sep Ind (Separated Indicator) 'N' or blank. Enter the employee's schedule and **put an entry on each line. Use a 9000 code for each non-working day of the tour.**

Employee A: SSN _____, Name _____ Full Time: Standard Tour or Flex Schedule. Use 080H to indicate an 8 hour workday, Monday - Friday. Use code 9000 for Saturdays and Sundays.

Employee B: SSN _____, Name _____ Part-Time: 8 hour days, Monday, Wednesday, Friday for both weeks. All other days are coded as non-working days (use code 9000).

Employee C: SSN _____, Name _____ Full Time: 5/4-9 Schedule. Use 080H & 090H code. Eight-hour day is first Monday. AWS day off (use code 9000) is 2nd Monday. All other work days are 9 hour (090H) days.

5. Base Schedules will be Reviewed and Signed.
6. Create Timecards for the current Pay Period for each new employee
 - a) From the Main Menu, go to *Timecards*. At the *Timecard Select* screen,
 - b) Go to the **List** box and click 'Base Schedule'.
 - c) Go to the **View** box and click 'Timecards only'.
 - d) Go to the **Period** window and select Pay Period **4** (current Pay Period) IF it does not display.
 - e) Find and double click on your new employee name. A message says 'Timecard does not exist. Do you want to add it?' Click 'Yes'.
 - f) Close out of the screen and repeat steps b, c and d for all your new employees.

Note: This procedure is followed only when a new employee Base Schedule is entered AFTER the Pay Period records have already been created. After the first Pay Period, Timecards are created automatically for all records that are in the Base Schedule.

Note: If you have labor employees, each time you select a Timecard you will get a message asking if you want to complete the Labor Default schedule. Complete the Labor Default OR to bypass the Labor Default, each time you come to the 'Timecard Select' screen go to the *View* box and click 'Timecards Only'. Then find your employee record.

Note: If you create a Timecard for the wrong Pay Period or for the wrong employee, display the Timecard and from the File Menu select *Delete Timecard*. Then, repeat the add procedure.

7. Complete Timecards - Make the following entries on the Timecard for employee A, B, C.

Employee A

- A-1. On the first Tuesday Employee took 2 hours of Annual Leave.
- A-2. On the first Wednesday the employee was on Sick Leave all day.
- A-3. On the second Tuesday, the employee took 5 ½ hours of Annual Leave and took Sick Leave for the rest of the day.
- A-4. Employee A was 15 minutes late coming to work on the second Wednesday. Supervisor did not approve leave. Leave needs to be charged as AWOL.

Employee B

- B-1. On the first Tuesday, the employee worked an additional 2 hours and 15 minutes. (Hint: This is NOT overtime because the employee is not working a 40 hour week. Change the Regular Tour from 9000 to the number of hours worked.)
- B-2. Employee B is Separating from the Agency. The last day of employment is the first Friday of this PP. (Hint: For each day not on duty, the Regular Hours column must have a 9000 code. The Sep Ind (Separated Indicator) should be changed from a 'N' to a 'Y'. Remember to add a Remark on the Timecard ('Emp separating as of COB MM/DD/YY'. (See Page 11.)

Employee C

- C-1. Employee C earned 5 hours and 30 min. of Comp Time the first Saturday of the PP and used this Comp Time on the second Friday.
- C-2. On the 2nd Thursday, the employee took 2 hours of Sick Leave, 3 hours of Annual Leave, 2 hours of Comp Leave and LWOP for the rest of the day. (Hint: You will need to use the Supp page for part of your entries.)

8. Add New Employee (Use a name with a middle initial of **D**.)

- a) Employee D: SSN _____, Name _____ Add a new Full Time employee to the Base Schedule with an AWS (5/4/9) Schedule. 8 hour day is the first Friday. AWS day off (use code 9000) is the 2nd Monday. All other work days are 9 hour days. Create a Timecard for this employee. (See Page 13.)
- b) On the second Wednesday Employee D was on LWOP for 4 ½ hours.

9. Certifier will Review and Sign Base Schedules and Timecards.
10. Amendments (See 'How to' procedure in manual, Page 12.)
 - a) Add one Amendment for Employee A for last PP to include 4 ½ hours of Comp Time Earned on the second Saturday.
 - b) Add one Amendment for Employee C for last Pay Period to include LWOP for the remainder of the work-day (after using Comp Leave for 5 hours and 30 minutes) on the second Friday.
 - c) In the Remarks section, enter an explanation of any changes made.
11. Certifier will Review and Sign Amendments.

After Amendments have been Reviewed and Signed, verify that ALL Amendments in the Area are ready for collection.

Please complete # 4, #6 and # 7 above before you leave this session. The information you have entered will be used for the Labor Clerk class.

COURSE REVIEW

Name: _____

Date: _____

Match the ETAMS task in Column A with the person(s) responsible for the task in column B. Options in Column B can be used more than once.

Column A

Column B

- | | |
|---|-------------------------|
| 1. _____ Add Base Schedules. | T. Timekeeper |
| 2. _____ Review Corrections. | F. Facility Coordinator |
| 3. _____ Change an employee's status from Active to Inactive. | C. Certifier |
| 4. _____ Enter Timecard data. | |
| 5. _____ Enter Amendment data. | |
| 6. _____ Review and Sign Timecards. | |
| 7. _____ Separate an employee. | |

Circle the correct underlined response.

8. To display a complete list of available Exception Codes, click the right, left mouse button.
9. Fields in aqua are display only / data entry fields.
10. When an employee has left the Facility and has moved to another Organization / Facility, enter a Status Code of Active / Inactive on the Base Schedule before, after the new Pay Period has been Initialized.

11. Explain these Summary Hour Codes:

- 002H _____
- 020H _____
- 055H _____

12. What is the Summary Hour Code for:

- Nine Hours _____
- Fifteen Minutes _____
- Two hours and twenty minutes _____

T (True) or F (False)

- 13. _____ Payroll Corrections are records that ‘errored out’ during payroll processing and were corrected by payroll.
- 14. _____ Timecards can be Reviewed, Signed, and ready for collection earlier than the deadline.
- 15. _____ All Base Schedules should have an entry on each day of the 14 day tour.
- 16. _____ The Base Schedule for an Intermittent employee should have a 9000 code on every day of the tour.
- 17. _____ If an employee’s Timecard is not signed at collection, the signed Base Schedule record will replace the Timecard.
- 18. _____ When the signed Base Schedule replaces the Timecard, the uncollected Timecard is deleted.
- 19. _____ The Supplemental Page is used when more than 3 exception codes are needed for one day.
- 20. _____ Any Amendments not signed at collection will be deleted and must be re-entered.
- 21. _____ The ‘Complete Review’ option removes the nag screen.
- 22. _____ Amendments must be Signed before they will be picked up.
- 23. _____ An Amendment record should have a Remark to explain the Amendment entry.
- 24. _____ An Amendment created and collected for last Pay Period will not affect the upcoming Pay & Leave Statement
- 25. _____ Amendments are collected daily but are only processed once a Pay Period.
- 26. _____ Archive records display all records collected for the Pay Period whereas History displays only the last (a.k.a. official) record for the Pay Period.
- 27. _____ You will not know if your Timecards have been Signed unless the Certifier contacts you.
- 28. _____ The Separated Indicator (Sep Ind) should be set to a ‘Y’ on the last Timecard submitted for an employee moving within the agency from one ETAMS Facility to another ETAMS Facility.
- 29. _____ The Separated Indicator (Sep Ind) should be set to a ‘Y’ on the last Timecard submitted for an employee leaving the Agency.
- 30. What is your Facility ID? _____
- 31. Who is your Facility Coordinator? _____
- 32. Who is your Facility Coordinator backup? _____

COURSE EVALUATION

Course Title: FEDdesk/ETAMS TIMEKEEPER 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 knowledge of Timekeeping procedures.
- _____ 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?