

ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM

INSTRUCTIONS FOR MOVING PEOPLE BETWEEN FEDdesk FACILITIES

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NOTICE: THIS MANUAL CONTAINS PROPRIETARY INFORMATION

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Overview

Things you need to remember:

- The granting of ETAMS permissions and moving of time cards are separate actions. Just because you move a user's permissions, does not mean their time card moved with them. Just as moving a user's time card does not mean their permissions moved.
- An employee's time card may only exist in one facility at a time.
- An employee may have permissions in multiple facilities regardless of where their time card exists.
- Primary time cards are simply a copy made from the employee's Base Schedule. FEDdesk creates this copy automatically but only at the beginning of the pay period. If you make changes to the Base Schedule or Labor Default Schedule (This includes moving it to a new facility.) those changes will not automatically be reflected in the current primary time card, **UNLESS** you manually create a new primary time card.

Move Time Cards From One Facility To Another

{Actions by Time Keeper but can also be done by Facility Coordinator}

THE FIRST STEP - Remove all time card records from the original facility

- At the main menu, choose 'Timecards'
- Go into the employee's primary time card and open to the time card. If employee is a labor employee, click the 'Timecard' button on the Labor card screen.
- Once in the primary time card, click on the 'File' menu and choose 'Delete Timecard'
- Verify the deletion
- If any amendments exist for the employee, those must be signed and processed (collected) **OR** deleted in the same manner as the time card.
- Lastly, go into the employee's Base Schedule, click the 'File' menu and choose 'Delete Base Schedule'.

THE SECOND STEP - Pull the employee's record into the new facility:

CREATE BASE SCHEDULE

- At the ETAMS main menu, choose "Base Schedules"
- At the 'Base Schedules Select' screen, enter the employee's SSN in the designated field at the top of the screen and click OK
- You will see a pop-up that says the employee's records are in facility 'XX', would you like to add it. Affirm you want to add it.
 - (Note: If this message says the time card is in any facility other than 'XX', then the time card has not been released from the first facility.)
- Make the necessary updates to the Base Schedule for Block number, area/team, etc. and exit the base schedule.
 - (Note: You must exit the new Base Schedule and reopen to enter a Labor Default Schedule.)
- If a labor employee, re-open the base schedule and use the 'Maintenance' menu item to choose 'Default'. Create the labor default. Save as instructed and leave Base Schedules.

CREATE PRIMARY TIME CARD

- At the main menu, choose 'Timecards'
- At the 'Timecard Select' screen in the upper right corner under 'List', click the 'Base Schedules' radio button.
- Find the employee's base schedule in the list and double-click on it. Answer yes to the question about adding the time card.

Subsequent actions:

The certifier in the gaining facility will need to be informed to sign the new base schedule.

Grant User Permissions in a New Facility

{Actions by Facility Coordinator}

NOTE: If the user already has FEDdesk access, **grant their permissions in the new facility before** any action is made to remove them from the old facility.

The coordinator of the new facility grants permissions first:

- Open System Administration by either:
 - At the FEDdesk main menu, click on 'System Administration'. Use the 'Maintenance' menu and choose 'FEDdesk' and then 'Users'
 - At the ETAMS main menu, use the 'Maintenance' menu and choose 'ETAMS' then 'Users'
- At the 'User Select' screen, click the "Add" button
- In the 'User Detail' screen, enter the user's ssn. If they already exist somewhere in FEDdesk, most of the fields will auto-fill based on the ssn. If they are new, enter the required values.
- Click on the 'ETAMS' radio button and 'Close'
- Back at the 'User Select' screen, make sure the user's record is selected (highlighted) and click on the 'ETAMS Permissions' button
- Grant the ETAMS permissions required and click 'Close'

If required, the coordinator of the former facility removes the user's permissions:

- Open System Administration by either:
 - At the FEDdesk main menu, click on 'System Administration'. Use the 'Maintenance' menu and choose 'FEDdesk' and then 'Users'
 - At the ETAMS main menu, use the 'Maintenance' menu and choose 'ETAMS' then 'Users'
- At the 'User Select' screen, double-click the user's record
- In the 'User Detail' screen, uncheck the 'ETAMS' radio button and click 'Close'
- Confirm request to remove the user from the facility